

### Treatment Record Error Clean-up in CROWNWeb

- 1) Search for the desired patient in CROWNWeb.
- 2) Click on the patient's **CROWN UPI Number**.
- 3) Click on **Admit/Discharge Summary**.
- 4) Click on **Treatment Summary** aligned with your facility.
  - a) Make sure there is a treatment entered, and that the Treatment Start Date matches the Admit Date into your facility. If a treatment has not been entered already:
    - i) Click on **Add Treatment**;
    - ii) Create a Treatment Record dated the same as the Admit Date (dates have to match); and
    - iii) Click **Submit**.
  - b) If patient changes modality in your facility:
    - i) Click on **Add Treatment**;
    - ii) Include all training information if patient changes from hemodialysis to the following:
      - (1) CAPD
      - (2) CCPD
      - (3) Home Hemodialysis
    - iii) Required training information includes the following:
      - (1) Expected Self-Care Setting
      - (2) Type of Dialysis Training
      - (3) Dialysis Training Begin Date
      - (4) Dialysis Training End Date
  - c) If there is a Back-to-Back Discharge/Admission in the Admit/Discharge Summary for your facility:
    - i) **Delete** the incorrect Admit Record:
      - (1) Click on **Admit Date**.
      - (2) Click on **Edit**.
      - (3) Click on **Delete**.
    - ii) Fix the discharge by removing it:
      - (1) Click on **Admit Date**.
      - (2) Click on **Edit**.
      - (3) Click on **Delete Discharge Date** and change the discharge to a blank field.
      - (4) Click **Submit**.