

PART Verification Guide

This guide provides information on how to verify the Patient Attributes and Related Treatments (PART) in CROWNWeb.

ALL FACILITIES, including those affiliated with a batch submitting organization (DaVita, DCI, FMC, and NRAA), are required to verify the PART on a monthly basis.

Facility staff are encouraged to review the [PART training course](#) and [PART workshop video](#) to help them correctly complete the verification process for PART in CROWNWeb.

In this guide you will find:

- Things to Know
- PART Verification
- Resolutions
- Resources



Things to Know

- Your facility's PART should be verified on a monthly basis. CMS advises that you verify your PART by the end of the month, but **no later than** the *fifth business day* of the following month. For example, you should verify your PART by the end of May, but no later than the fifth business day of June.
- The PART includes patients that are:
 - Permanent
 - Transient
 - Currently admitted
 - Discharged (within the past 30 days)
- You must verify all patients on the PART, even your transient and discharged patients.
- The PART includes the following patient information:
 - Name
 - Date of birth
 - Admit/discharge range
 - Current modality (Treatment)
 - Transient status
 - Current physician
- You must verify all data populated on the PART.
- You can use the *Filter* option on the PART to narrow your list of patients by category.
- You can change the number of records that display per page.
- For facilities affiliated with a batch submitting organization (BSO), there may be at least a week between a patient's first treatment and when the patient is uploaded into CROWNWeb.

Visit mycrownweb.org for more information.

PART Verification

- 1) From the CROWNWeb *Home* screen, click on the **Patients** tab in the main menu.
- 2) Click on the **PART** tab in the blue sub-menu.
 - Your facility should populate in the ***Facility DBA Name** field. If not, click the drop-down arrow and select your facility or enter your facility CMS Certification Number in the **¹Facility CCN** field and click **Go**.
- 3) Click **Search**. *The screen will reload, and your PART will populate.*
- 4) Verify **each patient's** data (*there may be multiple pages to verify*):
 - Admit/Discharge
 - Click the hyperlinked admission range.
 - Click the **Admit/Discharge Summary** tab in the gray sub-menu.
 - Review the information for accuracy.
 - Treatment
 - Click the hyperlinked treatment information.
 - Click the **Treatment Summary** tab in the gray sub-menu.
 - Review the information for accuracy.
 - If the patient has changed modality, physician, or prescription (sessions or run time), add a new treatment.
 - If the physician is missing, edit the treatment record.
 - Transient status
 - **If the status shown is incorrect**, click the hyperlinked admission range.
 - Click the **Edit Admit/Discharge** tab in the gray sub-menu.
 - Change the transient status.
 - For transient (Yes status) patients, be sure to add discharge information if the patient has left the facility.
 - Click **Submit**.
- 5) After you have completed step 4 for **each patient**, click the checkbox next to “Select All/None.”
- 6) Click **Verify**. *Make sure all records update the verification column on all pages.*

Resolutions

Issue 1: There is a patient listed twice on the PART.

- This patient may have a duplicated admission record. Navigate to the patient's admit/discharge summary and make any necessary corrections.
- This patient may have a duplicated treatment record. Navigate to the patient's treatment summary and make any necessary corrections.
- This patient may have a duplicate record. Navigate to each attributes page to verify the UPI. If the UPIs are different, contact the QualityNet Help Desk or the Network.

Issue 2: There is a patient missing from the PART.

- If the patient is permanent and was previously on the PART, but isn't now, navigate to the patient's admit/discharge summary to see if the patient has been "system discharged" (meaning, another facility's admission caused a discharge from your unit). If so, contact that facility to update the patient's transient status for that facility's admission. Then remove the discharge information from your facility's admission.
- If the patient never showed up on the PART, he/she has not yet been admitted. Admit the patient. (If your facility is affiliated with a BSO, contact your BSO help desk. Remember, patients admitted to a BSO facility may not show up on the PART for at least a week after the first treatment.)

Issue 3: There is a patient on the PART that never treated at this unit.

- If the patient was meant to treat at your facility, but for some reason never showed up, the admission may have been electronically uploaded by your facility's BSO. Contact your BSO help desk, the QualityNet Help Desk, or the Network.

Issue 4: The facility does not have access to CROWNWeb.

- See the [EIDM/QARM Registration Quick Start Guide](#).

Issue 5: The facility is affiliated with a BSO and has been told not to touch CROWNWeb.

- PART verification cannot be completed via batch. It is the facility-level user's responsibility to verify the PART manually. Any data issues that you may find during the verification process can be reported to your facility's BSO help desk.

Resources

Manual verification of the PART is a mandatory exercise in the use of CROWNWeb. It keeps your patients' information up-to-date and accurate and can reduce the amount of additional work you put into the CMS-2744 Annual Facility Survey. CMS requires your PART be verified on a monthly basis. For more information on how to verify your PART:

- My CROWNWeb—mycrownweb.org
 - [Training course](#)
 - [Training video](#)
 - [CROWNWeb Data Management Guidelines](#)
- QualityNet Help Desk
 - Email: qnet-support-esrd@hcqis.org
 - Phone: 866-288-8912
- Your Batch Submitting Organization (BSO)
 - Your BSO Help Desk
- The ESRD Network
 - End Stage Renal Disease Network of Texas, Inc. (ESRD Network 14)
 - Email: crownweb@nw14.esrd.net
 - Phone: 972-503-3215
 - Booking an appointment: <https://booknow.appointment-plus.com/9e0k79v2/>
 - End Stage Renal Disease Network 8
 - Phone: (601) 936-9260
 - Booking an appointment: <https://booknow.appointment-plus.com/9e0k79v2/>



DO NOT email patient-specific information (Name, SSN, DOB, etc.) to the QualityNet Help Desk or the Network office.