

# PART Step-by-Step Instructions

1. Log in to **CROWNWeb** > click the **Patients** tab > click **PART** > Fill in the information below and click **Search**.
  - a. **Filter:** All Patients
  - b. **Facility CCN:** Enter your six-digit CCN (no spaces). Click **Go**.
  - c. **Facility DBA Name:** Select your facility from the drop-down.
  - d. **Use Date Range:** *Do NOT check this box.*
  - e. **Display Results Per Page:** Select 100 (optional).
2. To see which patients must be verified, click the **Verification** column header until you see the OLDEST date or BLANK 'Verified' records at the top.

<input type="checkbox"/> All/None	Patient Name	DOB (age)	Admit/Discharge	Treatment	Transient	Physician	Verification
<input type="checkbox"/>	<a href="#">Eyre, Jane</a>	10/16/1847 (170)	<a href="#">09/05/2014 to Present</a>	<a href="#">Dialysis Facility/Center Hemodialysis</a>	No	Lloyd, Dr.	06/01/2018 Charlotte Bronte

3. Review these fields for accuracy, and make any necessary corrections:
  - a. **Patient Name:** Takes you to the "Patient Attributes" page. Ensure all fields are correct. Resolve notifications, if necessary. Update as needed: Vocational Rehabilitation, School and/or Employment status for patient's aged 18-54.
  - b. **Admit/Discharge:** Review the information for any mistakes. Discharge the patient if needed, fill in any missing information and make sure **Admit Date** and **Discharge Date** are correct.
  - c. **Treatment:** Review the information for any mistakes, especially modality changes.
  - d. **Transient:** Ensure patients are correctly identified as Transient Yes/No.
4. After you make all necessary corrections, remember to **VERIFY** that you reviewed the patient's information and it is now correct.
5. After you click **Verify**, you will see your name and today's date in the **Verification** field.
  - a. Do this at the end of each month, no later than the fifth day of the following month.
6. Continue to monitor the PART section on your Facility Dashboard for new, unverified patients throughout the month.



### By the fifth business day of each month:

- Patient census (Pt Records) in CROWNWeb matches your company's internal patient census.

PART Verification - 68 Patient Records

- No Acute Patients on PART.
- No *missing* chronic patients (included in your company census but not in CROWNWeb).
- All patients have the correct admit/discharge dates.
- Patients who have left your facility have a discharge date (should not say "present").
- All patients have the correct modality (treatment) listed.
- All patients have the correct transient status (and no pts with transient "Yes" > 30 days).
- All patients are verified by the fifth business day of each month.
- No blank verifications (current date and name)
- All patients have been re-verified each month

