

**PART Verification**

**Changing Admit/Discharge or Transient Status:**

All/None	Patient Name	DOB (age)	Admit/Discharge	Treatment	Transient	Physician	Verification
<input type="checkbox"/>	<a href="#">Beauty, Sleeping</a>	02/14/1943 (69)	<a href="#">05/28/2009 - Present</a>	<a href="#">Dialysis Facility/ Center Hemodialysis</a>	No	<a href="#">Disney, Walt</a>	

1. Check all boxes for accuracy
2. Change any wrong information or add any missing information
  - a. To edit the admit/discharge information, click on the hyperlinked dates
  - b. From the Admit/Discharge Summary page, click on admit date hyperlink for your unit
  - c. From the View Admit/Discharge Information page, click the 'Edit Admit/Discharge' tab in the gray sub-menu
  - d. From the Edit Admit/Discharge Information page, add a discharge date and reason in the discharge info field and click submit
    - i. From this page you can also edit the patient's transient status by choosing Yes or No from the drop-down menu and clicking submit
  - e. Click the 'PART Verification' hyperlink in the breadcrumb trail at the top of the screen
3. Select the check box next to the patient you just corrected and click 'Verify'
4. This patient has been verified and your name and the date will appear in the verification box

All/None	Patient Name	DOB (age)	Admit/Discharge	Treatment	Transient	Physician	Verification
<input type="checkbox"/>	<a href="#">Beauty, Sleeping</a>	02/14/1943 (69)	<a href="#">05/28/2009 – Present**</a>	<a href="#">Dialysis Facility/ Center Hemodialysis</a>	No	<a href="#">Disney, Walt</a>	08/03/2012 Prince Phillip

\*\* After verifying the patient, he/she will remain on the PART for 30 days from the date of discharge under the 'All Patients' and 'Discharged Patients' PART filters. (This adheres to the CMS rule of following your discharged patients for 30 days.) After 30 days, or when another unit transfers the patient in, the patient will fall off your PART, and you will no longer be responsible for the patient. If the patient passes away within the 30 days, and another unit did not pick him/her up as a permanent patient, you will have to enter the primary cause and the date of death in the patient's attributes page and submit a CMS-2746.

Whoops! Ms. Fa switched to PD two weeks ago!

**Changing Treatment Type**

All/None	Patient Name	DOB (age)	Admit/Discharge	Treatment	Transient	Physician	Verification
<input type="checkbox"/>	<a href="#">Fa, Mulan</a>	06/26/1983 (29)	<a href="#">11/15/2011-Present</a>	<a href="#">Dialysis Facility/Center Hemodialysis</a>	No	<a href="#">Disney, Walt</a>	

1. Check all boxes for accuracy
2. Change any wrong information or add any missing information
  - a. To change a treatment, click on the treatment hyperlink
    - i. If the patient is receiving a new modality treatment at another facility, do not add a treatment; you must discharge the patient from your unit by following the steps above
  - b. From the treatment page, click the 'Treatment Summary' tab in the gray sub-menu
  - c. From the treatment summary page, click the 'Treatment Summary' tab in the gray sub-menu. **DO NOT edit the existing treatment(s)**, unless the information specific to that treatment is inaccurate
  - d. From the Add Treatment page, add the PD treatment information and click submit
  - e. Click the 'PART Verification' hyperlink in the breadcrumb trail at the top of the screen
3. Select the check box next to the patient you just corrected and click 'Verify'
4. This patient has been verified and your name and the date will appear in the verification box

All/None	Patient Name	DOB (age)	Admit/Discharge	Treatment	Transient	Physician	Verification
<input type="checkbox"/>	<a href="#">Fa, Mulan</a>	06/26/1983 (29)	<a href="#">11/15/2011-Present</a>	<a href="#">Home CCPD</a>	No	<a href="#">Disney, Walt</a>	08/04/2012 Shang Li

Now that the patient has been verified, he/she does not need verification again for 30 days. If something changes about the patient's demographics, treatment, admit/discharge, transient status, or doctor within 30 days, you must update the PART before verifying again.

All/None	Patient Name	DOB (age)	Admit/Discharge	Treatment	Transient	Physician	Verification
<input type="checkbox"/>	<a href="#">Li, Mulan</a>	06/26/1983 (29)	<a href="#">11/15/2011-Present</a>	<a href="#">Home CCPD</a>	No	<a href="#">Disney, Walt</a>	<b>09/04/2012</b> Shang Li

Mr. Duck's record is missing the physician!

**Adding a Physician to a Treatment Record:**

All/None	Patient Name	DOB (age)	Admit/Discharge	Treatment	Transient	Physician	Verification
<input type="checkbox"/>	<a href="#">Duck, Donald</a>	04/03/1934 (78)	<a href="#">07/23/2005-Present</a>	<a href="#">Dialysis Facility/Center Hemodialysis</a>	No		

1. Check all boxes for accuracy
2. Change any wrong information or add any missing information
  - a. To add the physician to the record, click on the hyperlinked treatment
    - i. In order for a physician to show in the drop-down menu, he/she must be on the facility personnel roster and/or have a UPIN or NPI associated with the personnel record
  - b. From the treatment summary page, click the 'Edit Treatment' tab in the gray sub-menu
  - c. From the treatment page, add the patient's physician from the drop-down menu and click submit
    - i. If the record is old, CROWNWeb may not let you submit the update without adding the additional treatment information, such as sessions per week and minutes per session. Add the required information from the patient's original prescription (e.g. Mr. Duck's original prescription was from July 2005. If the prescription has changed since the original treatment, add a treatment to the record) and click submit
  - d. Click the 'PART Verification' hyperlink in the breadcrumb trail at the top of the screen
3. Select the check box next to the patient you just corrected and click 'Verify'
4. This patient has been verified and your name and the date will appear in the verification box

All/None	Patient Name	DOB (age)	Admit/Discharge	Treatment	Transient	Physician	Verification
<input type="checkbox"/>	<a href="#">Duck, Donald</a>	04/03/1934 (78)	<a href="#">07/23/2005-Present</a>	<a href="#">Dialysis Facility/Center Hemodialysis</a>	No	<a href="#">Disney, Walt</a>	08/04/2012 Daisy Duck

**Notes on PART Verification:**

- Verify all of your patients in the same way. All patients in your unit must be verified by the **5<sup>th</sup> of every month**. Patients that arrive at your unit after the 8<sup>th</sup> of the month only need to be verified by the **5<sup>th</sup> of the next month**.
- Discharged and deceased patients will fall off the PART when they are no longer in your scope. All current patients will remain on the PART whether or not they've been verified.
- Patients currently treating transiently at another facility will appear on your PART but may be verified by staff at the visiting unit.
- In order to add physicians to the treatment records (as well as forms), they must be on your facility's personnel roster and/or have a UPIN or NPI associated with the personnel record.