

Viewing and Verifying PART Data – Must Be Completed by the 5th of Each Month

What Is PART?

PART (Patient Attributes and Related Treatment) data is a set of patient personal information and treatment history obtained from data entered on the *Admit/Discharge*, *Patient Attributes*, and *Dialysis Treatment Information* screens. For each patient, you must view, verify, update, and submit this patient activity data via the *PART* screen **on a monthly basis** to maintain the ESRD Patient Registry.

You can filter patients as follows:

- All Patients
- Current Patients
- Discharged Patients
- Dialysis Facility/In-Center Patients
- Home Patients
- New Patients
- No PART > 30 Days

PART Verification - 0 Patient Records

Search Criteria

Filter: ALL Patients

Facility Criteria

1 Facility CCN: 1 Facility NPI:

* Facility DBA Name: Select One

Use Date Range:

Display Results Per Page: 50

How to View and Verify PART Data

1. From the *Home* screen, click the **Patients** link. The *Search for Patients* screen displays.
2. Click the **PART** link. The *PART Verification* screen displays.

CROWN Home **Patients** Clinical Facilities Form 2744 CROWN Reports

Search Patients
Admit Patient
Gap Patients
PART
Action List

PART Verification - 0 Patient Records

Search Criteria

Filter: ALL Patients

Facility Criteria

1 Facility CCN: 1 Facility NPI:

* Facility DBA Name: Select One

Use Date Range:

Display Results Per Page: 50

3. Enter the facility CCN (6-digit Medicare Provider). Confirm the desired facility from the *Facility DBA Name* drop-down list, set the search Filter or enter the *Use Date Range*, then click the **Search** button. PART data for patients who meet the search criteria displays.

PART Verification - 0 Patient Records

Search Criteria

Filter: ALL Patients

Facility Criteria

1 Facility CCN: 1 Facility NPI:

* Facility DBA Name: Select One

Use Date Range:

Display Results Per Page: 50

4. Verify the accuracy and/or completeness of the PART information for the selected patients at that facility. **Is the Admit/Discharge information correct? Are all of the patients on your PART currently dialyzing at your facility? If there is a patient on the list that has expired, then a CMS 2746 form needs to be entered on that patient.**

PART Verification - 118 Patient Records

Search Criteria

Filter: ALL Patients

Facility Criteria

1 Facility CCN: 312 XXX 1 Facility NPI: [] Go

* Facility DBA Name: (323068184)

Use Date Range:

Search Verify Display Results Per Page: 100

<input type="checkbox"/> All/None	Patient Name	DOB (age)	Admit/Discharge	Treatment	Transient	Physician	Verification
<input type="checkbox"/>	Audi, A6	01/31/1961 (55)	02/02/2012 to Present	Dialysis Facility/Center Hemodialysis	No	GROUCH, OSCAR THE	
<input type="checkbox"/>	Butterworth, Mrs.	02/07/1969 (47)	12/24/2015 to Present	Dialysis Facility/Center Hemodialysis	No		
<input type="checkbox"/>	Dance, Wanna	04/04/1971 (45)	07/15/2010 to Present	Dialysis Facility/Center Hemodialysis	No	SNUFALUPAGUS, LOU	
<input type="checkbox"/>	Discharge, Admitto	12/05/1969 (47)	04/16/2016 to Present	Dialysis Facility/Center Hemodialysis	No	BIRD, BIG	
<input type="checkbox"/>	Ensure, Vanilla	08/05/1949 (67)	03/24/2015 to Present	Dialysis Facility/Center Hemodialysis	No		
<input type="checkbox"/>	Featherbed, A	08/05/1954 (62)	03/24/2016 to Present	Dialysis Facility/Center Hemodialysis	No	HOOPER, MR.	

5. Click the patient's name in the Patient Name column. The *View Patient Attributes* screen displays from where the Edit Patient hyperlink is located.

6. Apply any necessary edits (including physician information and treatment information), on the edit *Admin/Discharge Summary* and edit *Treatment Summary* screens then click **Submit**. The system validates the changes and upon successful validation, stores the updated record.

7. Click the **checkbox** in the **All/None** column for patients with correct and/or complete PART information, then click **Verify**.

8. The *PART Verification* screen displays the message **"PART Verification – X Patient Records Verified"** and will show the date and the name of the person that verified the record.

PART Verification - 118 Patient Records

Search Criteria

Filter: ALL Patients

Facility Criteria

1 Facility CCN: 312 XXX 1 Facility NPI: [] Go

* Facility DBA Name: (323068184)

Use Date Range:

Search Verify Display Results Per Page: 100

<input type="checkbox"/> All/None	Patient Name	DOB (age)	Admit/Discharge	Treatment	Transient	Physician	Verification
<input type="checkbox"/>	Audi, A6	01/31/1961 (55)	02/02/2012 to Present	Dialysis Facility/Center Hemodialysis	No	GROUCH, OSCAR THE	08/18/2016 Tricia Phulchand
<input type="checkbox"/>	Butterworth, Mrs.	02/07/1969 (47)	12/24/2015 to Present	Dialysis Facility/Center Hemodialysis	No	BIRD, BIG	08/18/2016 Tricia Phulchand
<input type="checkbox"/>	Dance, Wanna	04/04/1971 (45)	07/15/2010 to Present	Dialysis Facility/Center Hemodialysis	No	SNUFALUPAGUS, LOU	08/18/2016 Tricia Phulchand