



CROWNWeb PART Verification FAQ

CROWNWeb Data Management Guidelines recommend completing the PART Verification on all patients at least once every 30 days.

What is PART Verification?

- PART stands for **Patient Attributes and Related Treatments**
- The PART Verification is a review of each patient's attributes, admit/discharge dates, treatment information, transient status (if applicable), and physician

Why is PART Verification important?

- Completing your facility's PART at least once every 30 days will ensure that all patients (permanent and transient) are accounted for in CROWNWeb and that no patients are missing from your facility's census
- PART Verification will reduce the number of errors within the CROWNWeb registry, which can assist you in having an error free Annual Facility Survey/CMS 2744

What should you do if a patient is missing from your facility's PART?

- For batch submitting facilities, all patients should show on your PART as a function of the batch. If a patient is still missing from your facility's PART, you can manually admit the patient in CROWNWeb, via the *Admit Patient* link.
- For non-batch submitting facilities, you may manually admit patients at any time

Helpful tips for PART Verification:

- You may want to use your facility's admission and discharge reports each month to verify accurate treatment dates. **If an admit or discharge date is off by even one day, this can impact monthly clinical data entry and CMS 2744 accuracy.**
- If you have a patient who should not be on your PART, you can manually discharge the patient, as of their last day of treatment.

Please feel free to contact Midwest Kidney Network with any questions at (651) 644-9877.