

D-Notes from Network #15

Important December Dates:

- **Dec 10th** – November PARs due
- **Dec 15th** – TOPIC Call – Navigating the Year-End Survey (2744) – 2:00 – 3:00 pm MST
- **Dec 16th** – TOPIC Call – Navigating the Year-End Survey (2744) – 2:00 – 3:00 pm MST
- **Dec 29th** – Staffing/Treatment Load Worksheets Faxed to facilities
- **Dec 31st** – Facilities generate a list of all permanent patients

Don't be Thirty Days Late

One of the most common errors that we see on Patient Activity Reports is a “loss” date that does not reflect the ACTUAL day the person last dialyzed. The date is sometimes 30 days after the event actually took place. We know that many units have a policy to record a “discharge” that is some number of days after a patient has left, **but the date on the PAR should reflect the last day the patient was physically present at the unit.** For instance, if a patient enters a hospital on October 9th, the Interruption in Service should reflect this date, even if your facility didn't record the “discharge” until November 9th (30 days after the patient actually left.)

“Don't Call me Shirley!”

So that we may address you correctly, please notify Network #15 any time you have a new staff member or replace a staff member. You may either fill out the [Facility Staff Update Form](#) and fax it to us at 303-860-8392, or you may call us on the data line at: 303-860-1515 (but don't call us Shirley!)

Tip of the Month: Avoid Dialing One

Depending on your fax machine, dialing a “1” before a long-distance number may actually be preventing your faxes from getting through. If you are having difficulty transmitting faxes to Network #15, please try sending your fax without first dialing “1.”

Network #15 Data Dept

Data Phone: 303-860-1515

www.esrdnet15.org