



## **WHAT DO I DO IF A PATIENT IS LISTED TWICE ON THE PART TOOL?**

1. From your PART list, click on the patient's name listed twice (either one is OK).
2. Click "Admit/Discharge" summary on the left
3. Click "Treatment Summary" on the far right of the patient's summary.
4. Check for duplicate treatment records.
  - a. If there is a duplicate, click on the date for one of the records.
  - b. On the left of the "View Treatment Information" page, click "Edit Treatment."
  - c. Click "DELETE and click "YES" to confirm.

Once you have deleted the duplicate treatment record, go back to your PART tool and verify the patient is now only listed once. If the patient is still listed twice, call the Network at 303-860-1515 for further assistance.