



HOW DO I KNOW WHAT'S BEEN BATCH LOADED?

1. Log into [CROWNWeb](#).
2. On the blue stripe, click “Reports.”
3. Scroll down to the heading “Audit Reports”, then click “Audit Updates Report.”
 - a. A new screen will pop-up, it may take a few minutes to load.
4. Once the new screen is loaded, select the following options:
 - a. The date range of the data you want to review.
 - b. The facility for which you wish to see data (this should be pre-populated).
 - c. Select the type of data you wish to review (to verify PAR events you should check “Admit/Discharge” and “Treatment”).
 - d. Select sort order (“Module” is recommended). We have explained each module on the page below.
 - e. Tolerance Factor is not needed in this situation.
 - f. Click “FINISH.”

The next page is an example of what you will see in an Audit Updates Report.

This report does not list patient names; instead you will see an ID number in the “Module Identifier” column. If you cut and paste this number into the “CROWN UPI” field of the search screen for patients, you will be able to identify the patient in CWeb.

Module	Module Identifier	Change Date	Field Name	Previous Value	Changed Value	Facility Info	User Info
<i>Category of data (see below)</i>	<i>Unique ID used to identify patients in CROWNWeb.</i>	<i>The date the information was changed.</i>	<i>Type of data that was changed.</i>	<i>Previous Value that existed in CROWNWeb (blank if no previous value).</i>	<i>New value as changed in CROWNWeb.</i>	<i>Your facility name (CROWNWeb facility ID).</i>	<i>Person who made the change to the data (Batch if submitted by corp).</i>
Admit/Discharge	2200012345	5/1/2010	Discharge Date	4/26/2010	4/28/2010	KIDNEY CLEANSER DIALYSIS (2300000001)	Batch
Personnel	2200012346	5/1/2010	Physician UPIN		A99999	KIDNEY CLEANSER DIALYSIS (2300000001)	Doe, Jane
Form 2728	2200012347	5/1/2010	Patient Signature Date		5/1/2010	KIDNEY CLEANSER DIALYSIS (2300000001)	Batch

MODULE KEY:

Admit/Discharge = Admit and discharge information for patients dialyzing at your facility.

Facility = Facility information (shifts, services, address, etc.).

Personnel = People who work at your facility (nurses, social workers, Nephrologists).

Treatment = Current modalities and attending physicians.

2728 = 2728s that have been entered for your patients.

2746 = 2746s that have been entered for your patients.

Once this report loads, you can view, print, or save it to the computer. One line of the report represents one single change in the system. It will show you what data has been loaded by your corporation as well as data input by your facility.