



WHERE IS THE PART TOOL?

1. Log into [CROWNWeb](#).
2. On the blue stripe, click “Patients.”
3. On the yellow stripe, click “PART.”
4. Select the following options:
 - a. Enter your facility CCN (this should be pre-populated)
 - b. Select your filter (we recommend “All Patients”)
 - c. Click “GO.”

An example of the PART list with definitions is below. If you selected “All Patients”, the list will display all of your current patients and any patients who have been discharged from your facility in the last 30 days. Once you confirm the patient’s information is correct, check the box beside their name and click “VERIFY” at the bottom of the screen.

Patient Name	DOB (age)	Admit/Discharge	Treatment	Transient	Physician	Verification
<i>This is the patient's name as it has been entered.</i>	<i>Patient's date of birth and current age.</i>	<i>The date the patient was admitted into your facility and discharge date (Present: still at your facility).</i>	<i>Current treatment location and modality.</i>	<i>Transient status. (Days in transient status if yes).</i>	<i>Current attending Nephrologist.</i>	<i>Name and date of last person who verified this patient's data.</i>
Nelson, Peanut, B	6/19/1942 (67)	8/10/2006 to Present	Dialysis Facility/Center Hemodialysis	NO	Quack, Jim	Doe, Jane 5/4/2010
Johnson, Connie	2/12/1956 (54)	10/9/1996 to Present	Home CAPD	YES (14)	Bean, Kidney	Doe, Jane 5/4/2010
Packard, Hewlett	8/19/1964 (45)	1/6/2004 to 5/4/2010	Dialysis Facility/Center Hemodialysis	NO	Quack, Jim	Doe, Jane 5/4/2010