



The End Stage Renal Disease Network Of Texas, Inc.

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www.esrdnetwork.org

Acute Letter Template Instructions

The Acute Letter template is for the use of facilities that have reported an acute patient to the Network as a chronic ESRD patient. If a doctor has diagnosed a patient as acute who has already been reported to the Network, please follow the instructions below in order to have the patient removed from the Network 14 database.

NOTE: The Network tracks **chronic** ESRD patients only. Acute patients should **not** be reported to the Network.

Instructions

- 1.) Fill out the acute letter template* provided on the second page
- 2.) Print it out on your facility's letterhead
- 3.) Have it signed by the *doctor* or the *DON*
- 4.) Fax it to the Network 14 office at 972-503-3219,
Attn: Kathleen

*Please fill out an acute letter for *each* patient requested to be removed. All fields are **required**.

If you have any questions, please feel free to contact Kathleen Prewitt at 469-916-3815. Please remember to not e-mail *any* patient information to the Network 14 office.

Supporting Quality Care

The patient listed below has been diagnosed by the doctor as an acute patient and should not have been reported to the Network as a chronic ESRD patient. Please remove this patient from the Network 14 database.

Patient's Name:

Patient's SSN:

Patient's DOB:

Doctor or DON Signature

Date

Doctor or DON Printed Name