

Fistula First Data Collection Tool

Trouble Shooting Guide

Facility Name: Chuck's Drive Inn Dialysis Center
Provider #: 77-7777
Reporting Month/Year: 01/2050
Contact Name: Tom Cruise, RII
Contact Telephone: 777-777-7777

WHICH ACCESS WAS USED FOR DIALYSIS? Report data as of the last day of the month. Determine which type of access was in use as of the last day/treatment of the month. Under the appropriate access type, indicate with an "X" the description that best matches.

Access Used →	AVF			AV GRAFT		CATHETER (Includes port devices)			OTHER
	AVF used regardless of any other access present - functioning or not	Graft used-- no fistula present regardless if Cath/Port present	Graft used with AV fistula present regardless if Cath/Port present	Cath/Port used only access	Cath/Port used with AV fistula present	Cath/Port used with AV graft present - functioning or not	Other access used		
PATIENT									
1 Bugs Bunny	x								
2 Huck Finn									
3 Joe Crabby	x								
4 Franklin Minty					x				
5 Ima Nurse	x								
6 Justa Cause			x						
7 Felix Randal									

Incident ("First-time ever") outpatient starting dialysis this month

There is an Error Code(s) in the Total for Prevalent Patients. Please check this before sending your information to your Network.

ERROR 1: No access 'used' was entered.

Look at the comments in the margin – the comments may tell you what the problem is.

Error messages for Detailed Entry:

Patient Name Not Listed: A access was recorded but no patient name listed

Error 1: No access "used" was entered.

Error 2: A patient has more than one access type checked. Each patient should have only one selection

Error 3: The number of patients and number of accesses is not the same. Make sure there is a patient name for every access

Error 4: A patient is marked as incident but has a catheter/port greater than 90 days.

Microsoft Excel - January 2050.xls

File Edit View Insert Format Tools Data Window Help

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PATIENT							
1 Bugs Bunny	x						
2 Huck Finn				x			
3 Joe Crabby	x						
4 Franklin Minty					x		
5 Ima Nurse	x						
6 Justa Cause		x					
7 Felix Randal			x				
8 John Doe	x			x			
9							
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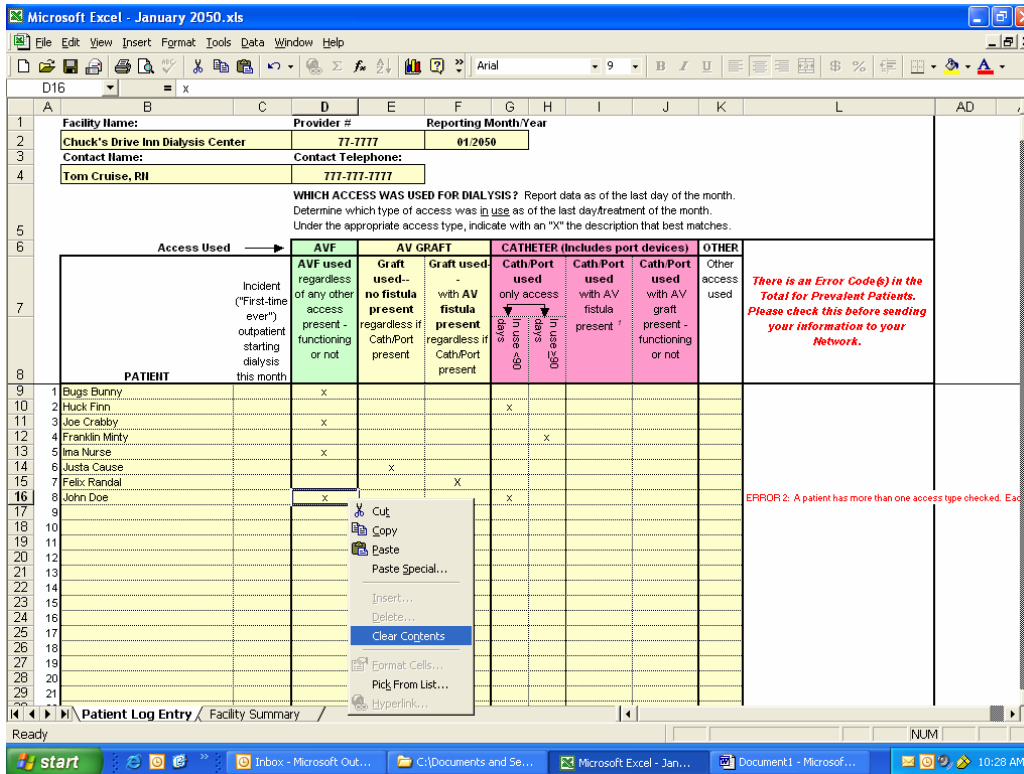
ERROR 2: A patient has more than one access type checked. Each

Patient Log Entry / Facility Summary /

Ready NUM

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- Only one access selection per patient is acceptable.
- There are many alerts that will call attention to the error.



Use “**CLEAR CONTENTS**” to remove any unwanted information – then reenter any other new information in the box after.

DO NOT USE “DELETE”. Removing lines from the worksheet using other than the clear contents selection will **put your entire worksheet at risk for corruption of data** and you may end up re-downloading the original Master again and starting at the very first step.