



# The End Stage Renal Disease Network of Texas, Inc.

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A Division of Alliant Health Solutions

## Lost to Follow Up Guidance Form

**This should be used for patients whose whereabouts are unknown and all attempts to contact the patients have failed.**

Patient Name:	
Patient DOB:	
Clinic Name (include Affiliation):	
Clinic Medicare Number:	

Actions Taken- Check all that Apply	Provide Dates for Each Selected
<input type="checkbox"/> Certified Letters of Concern Sent (included target date that patient should contact the facility before being discharged, letter included hospice information). This information can be found on the ESRD website: <a href="http://www.esrdnetwork.org/professionals/social-worker-tools-resources">http://www.esrdnetwork.org/professionals/social-worker-tools-resources</a>	Dates:
<input type="checkbox"/> Police sent to patient's last known residence for welfare check	Dates:
<input type="checkbox"/> Contacted Friends/Family (medical release of information provided by patient)	Dates:
<input type="checkbox"/> Contacted Hospitals Frequented by Patient	Dates:
<input type="checkbox"/> Contacted Adult Protective Services (this should be done if the patient is a vulnerable adult with questionable competency or is known to be incompetent to make their own healthcare decisions).	
<input type="checkbox"/> Other _____ _____ _____	Dates:

- Note: If the patient does not contact the facility or resume treatment, the facility should still ensure that all discharge procedures, such as obtaining discharge orders from the Medical Director and Attending Physician, are followed.

### CROWNWeb Discharge

**Data Management Guidelines should be followed when discharging patients in CROWNweb.**

If you have any questions or concerns related to discharging patients in CROWNweb, please contact:

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