The End Stage Renal Disease Network Of Texas, Inc.

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Correcting a System Discharge

1) Non-Transient Patients

A system discharge occurs when a facility admitted a patient as a non-transient prior to you discharging the patient. To correct the system discharge for a patient that permanently transferred to another unit, please follow the steps outlined below.

1. Click the **Patients** tab on the CROWNWeb Home screen
2. Search for your patient using the **Patient Criteria** fields
3. Click on the patient's **CROWN UPI**
4. Click the **Admit/Discharge Summary** tab in the gray sub-menu
5. Click on the hyperlinked **Admit Date** to your unit with the **System Discharge**
6. Click the **Edit Admit/Discharge** tab in the gray sub-menu
7. Verify and/or change the **Discharge Date** in the **Patient Discharge Information** box (this date should be prior to the receiving facility's admit date)
8. Click the **Discharge Reason** drop down menu and select the discharge reason (if the reason is **Transfer**, select the **Transfer Discharge Subcategory**)
9. Click **Submit**

Edit Admit/Discharge Information

Patient Admission Information		Submit Date: 11/15/2012

*Admit Date 07/13/2011

* Admit Reason New ESRD Patient

² Facility CCN   ² Facility NPI   Go

* Facility DBA Name   DIALYSIS CTR

* Transient Status No

Patient Discharge Information

* Discharge Date 12/22/2012   * Discharge Reason System Discharge

Involuntary Discharge Subcategory   Transfer Discharge Subcategory

Select the discharge reason.

Death
Discontinue
Lost to Follow Up
Recover Function
Involuntary
Other
Transplant in US
Transplant outside US
Transfer
Acute
System Discharge

* Discharge Reason

Submit   Reset   Delete

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2) <u>Transient Patients</u>

If the patient <u>did not</u> permanently transfer to another unit (i.e. treated for less than 30 days or less than 13 treatments), remove the system discharge by following the steps below.

1. Click the **Patients** tab on the CROWNWeb Home screen
2. Search for your patient using the **Patient Criteria** fields
3. Click on the patient's **CROWN UPI**
4. Click the **Admit/Discharge Summary** tab in the gray sub-menu
5. Click on the hyperlinked **Admit Date** to your unit with the **System Discharge**
6. Click the **Edit Admit/Discharge** tab in the gray sub-menu
7. Remove the **Discharge Date**
8. Click the **Discharge Reason** drop down menu and select the "blank" at the top of the menu list
9. Click **Submit**

If you are unable to remove the system discharge, it means the visiting facility has probably transferred the patient in with a **Transient Status** of "No." Return to the patient's **Admit/Discharge Summary** to determine which facility has the inaccurate transient status (i.e. the facility with an **Admit Date** the day after your system discharge). You will have to contact this unit to have them change the **Transient Status** from "No" to "Yes." Once this is has been completed, follow the steps above to remove the system discharge.

NOTE: If the visiting facility is part of a **Batch Submitting Organization (BSO)**, you should inform the facility's CROWNWeb user that he/she will have to correct the patient's status in the unit's internal system, as well as CROWNWeb, to ensure a later batch submission does not alter the summary again and discharge the patient a second time.

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