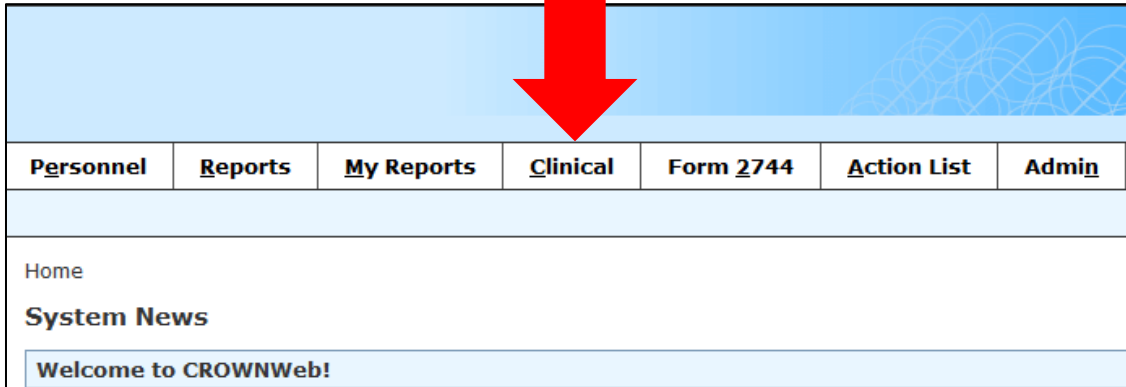


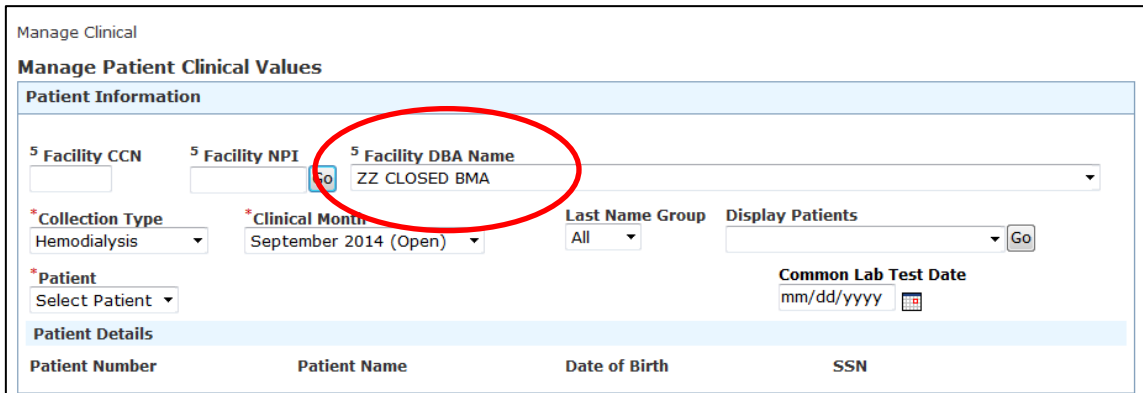
Instructions of How to Find Missing Vascular Access Data in CROWNWeb

1. Login to CROWNWeb
2. Click on the **Clinical** tab in the main menu



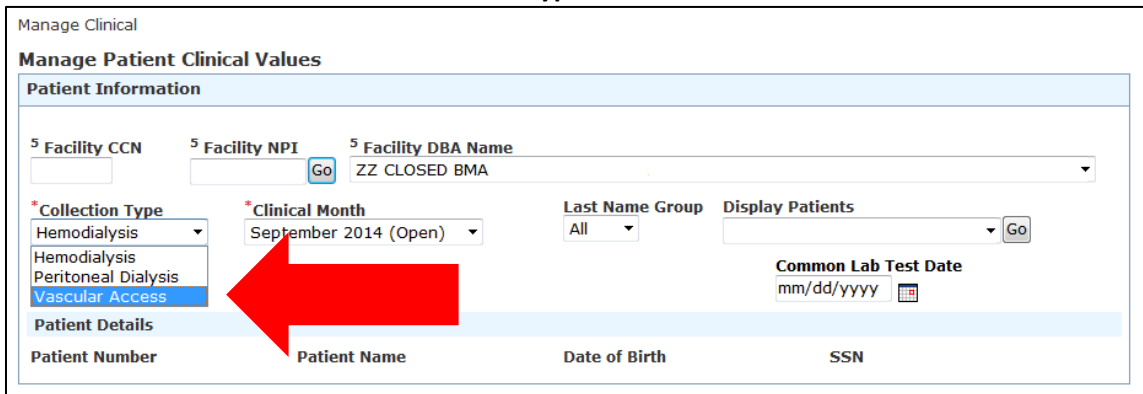
The screenshot shows the main menu of CROWNWeb. A red arrow points to the 'Clinical' tab, which is highlighted. Other tabs include Personnel, Reports, My Reports, Form 2744, Action List, and Admin. Below the menu, there are links for Home, System News, and a 'Welcome to CROWNWeb!' message.

3. Make sure your unit displays in the **Facility DBA Name** field
 - a. If not, click the drop-down arrow to select the unit or search for the unit by entering the Facility CCN and clicking **Go** by the Facility NPI field



The screenshot shows the 'Manage Patient Clinical Values' form. The 'Facility DBA Name' field is circled in red. The form includes fields for Facility CCN, Facility NPI, Facility DBA Name, Collection Type, Clinical Month, Last Name Group, Display Patients, Patient, and Common Lab Test Date. A 'Go' button is located next to the Facility NPI field.

4. Select the *Vascular Access* in the **Collection Type** field



The screenshot shows the 'Manage Patient Clinical Values' form. The 'Collection Type' dropdown menu is open, and 'Vascular Access' is selected. A red arrow points to the 'Vascular Access' option. The form includes fields for Facility CCN, Facility NPI, Facility DBA Name, Collection Type, Clinical Month, Last Name Group, Display Patients, Patient, and Common Lab Test Date. A 'Go' button is located next to the Facility NPI field.

5. Select the *Clinical Month* in the **Clinical Month** field

Manage Clinical
Manage Patient Clinical Values

Patient Information

5 Facility CCN 5 Facility NPI 5 Facility DBA Name
ZZ CLOSED BMA

*Collection Type: Vascular Access
*Clinical Month: September 2014 (Open) [dropdown open]
Last Name Group: All
Display Patients: [dropdown]
Go

*Patient: Select Patient
Patient Details: Patient Number, Date of Birth, SSN

Save Submit Reset

Clinical Values

Vascular Access

Session: mm/dd/yyyy N/A
Session Type: [dropdown]
Changed: mm/dd/yyyy
Effective Date: mm/dd/yyyy N/A
Measuring: [dropdown] N/A
State: [dropdown] N/A
Measuring: [dropdown] N/A

← August 2014 (Open)

6. Select *Without Clinical Values* in the **Display Patients** field

Manage Clinical
Manage Patient Clinical Values

Patient Information

5 Facility CCN 5 Facility NPI 5 Facility DBA Name
ZZ CLOSED BMA

*Collection Type: Vascular Access
*Clinical Month: August 2014 (Open)
Last Name Group: All
Display Patients: [dropdown open]
Go

*Patient: Select Patient
Patient Details: Patient Number, Patient Name, Date of Birth, SSN

With Submitted Clinical Values
With Saved Clinical Values
Without Clinical Values

7. Click **Go** next to the **Display Patients** field

Manage Clinical
Manage Patient Clinical Values
Patient Information

⁵ Facility CCN ⁵ Facility NPI ⁵ Facility DBA Name
ZZ CLOSED BMA

*Collection Type: Vascular Access *Clinical Month: August 2014 (Open) Last Name Group: All Display Patients: Without Clinical Values

*Patient: Select Patient

Patient Details

Patient Number	Patient Name	Date of Birth	SSN
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8. Click the drop-down arrow of the **Patient** field
a. This is your list of patients with missing Vascular Access data

Manage Clinical
Manage Patient Clinical Values
Patient Information

⁵ Facility CCN ⁵ Facility NPI ⁵ Facility DBA Name
ZZ CLOSED BMA

*Collection Type: Vascular Access *Clinical Month: August 2014 (Open) Last Name Group: All Display Patients: Without Clinical Values

*Patient: Select Patient

Patient Details

Patient Number	Patient Name	Date of Birth	SSN
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NOTE: Patients with *Saved* clinical values at the time of closure will also be tagged as “missing.” To see these patients and correct as appropriate repeat steps 6-8, selecting *With Saved Clinical Values* in the Display Patients field instead for step 6.

Manage Clinical
Manage Patient Clinical Values
Patient Information

⁵ Facility CCN ⁵ Facility NPI ⁵ Facility DBA Name
ZZ CLOSED BMA

*Collection Type: Vascular Access *Clinical Month: August 2014 (Open) Last Name Group: All Display Patients: Without Clinical Values

*Patient: Select Patient

Patient Details

Patient Number	Patient Name	Date of Birth	SSN
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Videos and other educational information on how to use the clinical modules in CROWNWeb can be found on the **Project CROWNWeb** website: <http://projectcrownweb.org/education/>.