

Report Cadence

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Clinical Manager or Designee					
Report Name	Where to Find	When to Run	Purpose	How to Use	Rationale
Hemodialysis Treatments Recorded	Report Wizard Clinic	At minimum: Daily for previous day	To identify incorrect Treatment Types, Unentered Missed Treatments and Unposted Treatments	Use Advanced Mode and include xAKI clinic. In Advanced Mode check the "Only display events from chosen clinics" box. Compare the report with the clinic's master paper schedule for the previous day; patient by patient.	Only patients who had RTC opened at the selected clinics will appear on the report. If patient's name does not have corresponding expected treatment type, make the correction in RTC or enter the unentered missed tx or post the tx.
Unposted Treatments	Clarity>Reports ADW Dashboards	At minimum: weekly for previous week and on first day of month for previous month. Ideally, this should be run daily to catch errors as soon as possible.	Address all unposted treatments before the end of the second business day of the next month so all txs are reconciled before the bill run that occurs on the 3rd business day of the month.	Sort twice. First by Location. Second by Default Clinic. Additional Aid: RTC Status: displays time if a treatment has been posted. Evening charge nurse should verify all txs have a posted time.	Sorting by Location (regular clinic and xAKI clinic) will show you all sessions opened for that location (unposted and abandoned). Sorting by Default Clinic (regular clinic and xAKI clinic) will display the Junk sessions.

Report Name	Where to Find	When to Run	Purpose	How to Use	Rationale
Clinical Data Exception	Clarity>Reports ADW Dashboards	At minimum: weekly for previous week and on first day of month for previous month	To audit correct entry of post dialysis wts, patient height, and verify monthly hgb and kt/v have been recorded.	Sort by Current Clinic.	These data are required for billing. Follow-up on any missing data elements before the bill run.
Patient Activity Report	Report Wizard Clinic	Weekly and at End of Month	<p>To verify all patient census Additions and Losses are correctly recorded as Network Events in Patient Clinic History.</p> <p>To verify the first treatment for a new Addition had the Dialysis Rx selected with the correct Start Date.</p>	<p>Weekly and at end of month verify any pt Additions to your clinic or losses appear on the report. If an Addition is not recorded, you need to send an email to Helpline with "CIS" in the subject line with details of the Addition so that the change in Clinic/Modality can be entered in TIME and the Network Event entered in Patient Clinic History.</p> <p>If a patient transferred out of your clinic to another NKC clinic and the Loss does not appear on the report, email the receiving clinic and remind them to send the email to Helpline.</p>	<p>The billing/ registration system, TIME, must be accurate and info must match Clarity.</p> <p>Clinics must report Additions to their clinics as soon as possible after the first tx and Losses out of <u>NKC</u> as soon as possible after last tx.</p> <p>Patient Clinic and Modality changes will not flow to CROWNWeb-EQRS unless the first tx at the clinic has a Dialysis Rx selected with Start Date that matches the first tx at the clinic. Kidney Transplants must be reported as</p>

				<p>If the patient transferred out of NKC or is deceased, send an email to Helpline/CIS to update TIME and Patient Clinic History.</p> <p>For any Addition, go to Treatments>Treatment History and open the treatment summary for the first tx at your clinic and verify the Dialysis Rx selected has a matching Start Date to the first tx date. If the Start Date does not match, follow the instructions in the Patient Transitions and Data Export to CROWNWeb-EQRS tip sheet</p>	<p>soon as possible after the transplant surgery because these patients transfer out of NKC to the Transplant Program effective the date of the surgery.</p> <p>If a patient withdraws from dialysis they will continue to be "your" patient until they are deceased. Your IDT will need to follow-up on the patient's condition until they are deceased or lost to follow-up 30 days from last tx and then report this new status change to Helpline/CIS to truly transfer them from your clinic.</p>
Microbiology Detail	Report Wizard Clinic	Monthly End of the Month	Verify any patient with positive microbiology results has an infection documented in Patient>Patient Infection		To audit for QAPI and verify information being sent to NHSN is correct

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Patients on Antibiotic Medications	Report Wizard Clinic	Monthly End of the Month	Verify whether patient should have infection documented	Look for IV antibiotics or antifungals given in clinic. Verify correct ICD 10 documented	To audit for QAPI and verify information being sent to NHSN is correct
Patients with Infections	Report Wizard Clinic	Monthly End of the Month	Review for complete documentation		To audit for QAPI and verify information being sent to NHSN is correct