



Patient Activity Report (PAR) FAQs

Policy Questions		Answer
1	When is the PAR due to the Network 11 office?	The PAR is due at the Network 11 office by the 10 th of each month.
2	Can I send the PAR to the Network 11 office via Email?	No, due to HIPAA Email encryption and authentication standards, Network 11 is not permitted to send or receive patient-specific data via Email. Please use fax or regular mail.
3	Should I list every patient at our facility?	No, only list patients who have had “events.”
4	Do I need to indicate where a patient transferred?	Yes. Please list the facility to which the patient transferred on the PAR. Be sure to furnish enough information to identify the unit (i.e. name, provider #, city & state).
5	What if I have no changes to report?	If you have no changes to report, please Email your Network data contact or write “No Changes” anywhere on the form and fax it back to our office.
6	How do I report a patient address change?	When a patient moves (e.g. transfers-in from another state), please complete a <i>Patient Change of Address</i> form. Fill out the form online, print it, and fax or mail it back to the Network 11 office, along with your monthly PAR. Please note: You do not need to submit a Change of Address form if you are submitting a new 2728 for the patient. The Change of Address form is posted on the Network 11 website at: http://www.esrdnet11.org/data/address_change.asp .
7	When a patient transfers to a nursing home, rehabilitation center, etc, who is responsible for reporting data?	CMS requires that data reporting responsibilities for your unit continue until the patient is transferred to another Medicare-approved renal provider. Hospitalizations, transient transfers (<30 days), or withdrawals do not constitute such transfers. Nor do transfers to transitional care settings such as a rehabilitation center, nursing home or other private long-term care center (e.g. Vencor, Kindred, etc.). These centers are rarely Medicare-certified to provide dialysis care and, as a result, are not subject to the same data reporting requirements as Medicare-certified dialysis centers. Federal rules for ESRD data reporting require the primary Medicare-approved renal provider to submit the necessary data.
8	How do we report a patient who has been involuntarily dismissed from our unit?	While you may report patients as dismissed involuntarily (by selecting loss event option 6C), according to CMS policy, dismissed patients remain your responsibility for data reporting, until they transfer to a valid (Medicare-certified) outpatient facility or have another valid loss event. <i>Please note: this does not imply any obligation beyond data reporting. This includes informing Network 11 of any changes in the patient status that you become aware of and filling out the Death Notification form (2746) in the event of death.</i>
9	When is a patient's modality #19—Incenter Frequent Dialysis vs. #6—Incenter Hemodialysis?	A patient must receive dialysis 5 or more times per week to be considered Incenter Frequent Dialysis. Most patients will be #6—Incenter Hemodialysis.
10	What if I don't know the Provider Number the patient is transferring to?	Please furnish as much information as possible, provider name, city and state are all helpful information.

Microsoft Excel Formatting Questions		Answer
1	The spreadsheet won't print on one page.	Go to File>Page Setup>Page; select "fit to 1 page wide by 1 page long"
2	Gridlines do not print.	Go to File>Page Setup>Sheet; check "Print gridlines" —OR— Go to File>Page Setup>Page; adjust value in "Print Quality" dropdown
3	Dates appear as ####.	You need to create additional space by adjusting column width. Do this by highlighting the column & dragging the border. You may need to adjust another column (e.g. FirstName) to keep the form on one page.
4	Multiple pages do not print with headers.	Go to File>Page Setup>Sheet, under "Rows to repeat at top" type in \$12:\$18
5	Page is not printing in "landscape" (vs. "portrait") setting.	Go to File>Page Setup>Page; adjust "Orientation" from Portrait to Landscape
6	I want to see more of the PAR form on my computer screen.	Go to View>Zoom, adjust percentage to get desired view
7	How do I adjust the font size?	Right-click on the fields you wish to change Select Format Cells, go to the "Protection" tab—uncheck "Locked">go to "Font" tab to adjust font size
8	I have more than seven patients to report and need to add more rows to the form.	To add more rows, highlight the existing rows, right-click ,choose "Copy", place your cursor on the row under the last existing row, right-click, then choose "Paste". Now, the print area either needs to be cleared or reset. Go to File>Print Area, click "Clear Print Area." —OR— Highlight all rows (including headers that are to be included in printout), then go to File>Print Area, and click Set Print Area
9	When scrolling down the page, I can't view the column headers on form	On the menu bar, check under Window. One of the options will either be Split or Remove Split. Change the setting to Split by clicking on Remove Split (or if already at Split go to next step). Select the row below the one you want to freeze (e.g. row 10, if you want to freeze at 9) by highlighting the row. Then, go to Window>Freeze Pane.
10	How do I right-justify a column?	Right click on the field(s) you wish to change. Select Format Cells, on the "Alignment Tab" under Text Alignment/Horizontal, select Right, click OK.

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Questions? Call or Email your Network 11 Data Contact at Phone: 651-644-9877 Fax: 651-644-9853

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We understand that it is inconvenient to have patients continue to appear on your PAR (Patient Activity Report) after they have transferred to non-Medicare facilities, discontinued/withdrawn, or were involuntarily dismissed. All ESRD Networks nationwide are working with CMS to establish procedures for handling these situations. Thank you for your patience and understanding with these matters.