PATIENT ROSTER VERIFICATION IN EQRS

It is critical that all dialysis facilities compare their dialysis organization's internal active patient roster/monthly treatment log to the *Patient Roster Report* in EQRS at the beginning of every month.

If you have missing patients in EQRS, your facility runs the risk of missing Clinical Data, which can negatively impact your facility's QIP score and reimbursement rate.

HOW TO GENERATE YOUR PATIENT ROSTER REPORT IN EQRS

1. Click on **Reports** in EQRS

2. Click on **Patient Roster Report**

3. Complete all fields below and click on **Generate Report**
   - **Date:** enter the date you want to see data for
   - **Network Selection:** choose Network 11
   - **Search Facility Name:** enter your facility name or CCN (six-digit Medicare number)
   - **Sort Order:** select Patient Name

4. Once the report status is marked as **COMPLETE** on the My Reports page, click on the **Type/Size link** to open the spreadsheet.

5. This will then open an Excel spreadsheet on your computer, which you will compare to your organization's internal active patient roster report or treatment log.
   a. Please verify that all patients on the EQRS Patient Roster Report are also reported on your organization's internal patient roster.
   b. Next, you should confirm that each patient's **Admit Date**, **Admit Reason**, and **Primary Type of Treatment** are correct.

   Tip: You will have to minimize/hide several columns on your spreadsheet to see all pertinent data at one time (see example below).

Patient Roster Report As of: 05/01/2023

CCN	Last Name	First Name	DOB	Admit Date	Admit Reason	Primary Type of Treatment
242600	MOUSE	MICKIE	01/13/1976	09/13/2017	New ESRD Patient	Hemodialysis
242600	MOUSE	MINNIE	03/04/1962	08/10/2019	New ESRD Patient	Hemodialysis
242600	DUCK	DONALD	07/26/1965	06/08/2015	Transfer In	Hemodialysis

6. Lastly, if you find missing patients, extra patients, or discrepancies with the data; please contact us at Midwest Kidney Network for assistance.

For MN, ND, SD, WI facilities – call Alli at 651-644-2911

For MI facilities – call Aletha at 651-644-9877 ext. 104