

Instructions for Using the Vascular Access Tracking by Surgeon/Nephrologist Tool

1. Type in your facility name in place of "Place Clinic Name Here".
2. When printed, the tracking covers two pages. Patient's initials are listed on both pages.
3. This tool contains calculations that will give you totals and percentages of all columns containing data information.
4. To calculate the %'s of patients in each data column, (other than the patient initials, MD's, or date columns) **enter the facility total number of hemodialysis patients into cell B57. The program will then do the calculations.**
5. Place a "Y" or "N" for Yes or No in the appropriate columns.
6. When you type in the nephrologist's last name, the sorting program will begin. Click the down arrow in the nephrologist column and you will be able to choose which nephrologist's information you wish to view separately. The form will then show only patient information belonging to that nephrologist.
7. When you type in the surgeon's last name, the sorting program will begin. Click the down arrow in the surgeon column and you will be able to choose which surgeon's information you wish to view separately. The form will then show only patient information belonging to that surgeon.
8. To enter the type of access on admission to the facility, type in only "C" for catheter or "NC" for non-catheter. By using this code, the form will calculate the total number and percentage of catheter admissions.
9. When entering the type of patient access, type in only "AVF" or "AVG" for access type; By using this code, the form will calculate the total number and percentage of AVFs. Catheters are not tracked in this column. Catheters are tracked in the "Access Upon Arrival" column and in the "Catheter > 90 days" column.
10. To see the vascular access tracking tool, click on the "vascular access tool" tab.