End Stage Renal Disease Quality Reporting System

Table of Contents

Last Revised: 8/23/23

Add an Initial CMS-2728 Form

1 Log in to EQRS.

2 Click **Patients**.

3 Click **Search Patients**. The *Search Patients* screen displays.

4 Enter your search criteria, and then click **Submit**. The *Search Patient Results* screen displays a list of patients matching your search criteria.

5 Click the **EQRS Patient ID** for the desired patient. The *View Patient Demographics* screen displays.

6 Click **Form 2728**. The *Manage Form 2728* screen displays.

7 Click the **Add Initial 2728** button in the Eligible 2728 Forms section. The *Add an ESRD Medical Evidence (2728)* screen displays.

8 Enter the required information in Sections A and B. (Section C is for transplant facilities, and Section D is for all ESRD self-dialysis training patients.) Select the GFR Calculation Method in Section F, then click

Save. The message **"Successfully saved Form 2728"** displays.

9 Click **Print**. The report viewer displays the CMS-2728 Form in a PDF format.

10 Click the **Printer icon**; enter any print parameters, and click **OK**.

11 Obtain the required signatures from the attending physician and patient on the printed CMS-2728 Form.

12 Go back to EQRS to complete the CMS-2728 Form; repeat **Steps 1-6**.

13 Click the **Initial Dialysis+** link in the Existing 2728 Forms column. The *View ESRD Medical Evidence (2728) – Saved* screen displays.

14 Click **Edit**; the *Edit an ESRD Medical Evidence (2728) – Saved* screen displays.

15 In Sections E-F, enter the dates the attending physician and patient signed the form, and click **Submit**.

16 The *View ESRD Medical Evidence (2728) – Submitted* screen displays with the message **"Successfully submitted Form 2728."**

17 Mail the original, signed CMS-2728 Form to the Social Security Administration.

18 Keep a copy of the original, signed CMS-2728 Form with the patient's records.

Edit a Saved CMS-2728 Form

1 Log in to EQRS.

2 Click **Patients**.

3 Click **Search Patients**. The *Search Patients* screen displays.

4 Enter your search criteria, and then click **Submit**. The *Search Patient Results* screen displays a list of patients matching your search criteria.

5 Click the **EQRS Patient ID** for the desired patient. The *View Patient Demographics* screen displays.

6 Click **Form 2728**. The *Manage Form 2728* screen displays.

7 Click the **Initial Dialysis+** link in the Existing 2728 Forms column. The *View ESRD Medical Evidence (2728) – Saved* screen displays.

8 Click **Edit**; the *Edit an ESRD Medical Evidence (2728) – Saved* screen displays.

9 Make any changes or additions to the data, and click **Save** or **Submit**. The *View ESRD Medical Evidence (2728) – Saved (or Submitted)* screen displays with the message **"Successfully saved (or submitted) Form 2728."**

Print the CMS-2728 Form

1 Log in to EQRS.

2 Click **Patients**.

3 Click **Search Patients**. The *Search Patients* screen displays.

4 Enter your search criteria, and then click **Submit**. The *Search Patient Results* screen displays a list of patients matching your search criteria.

5 Click the **EQRS Patient ID** for the desired patient. The *View Patient Demographics* screen displays.

6 Click **Form 2728**. The *Manage Form 2728* screen displays.

7 Click the **Initial Dialysis+** link in the Existing 2728 Forms column. The *View ESRD Medical Evidence (2728) – Saved* screen displays.

8 Click **Edit**; the *Edit an ESRD Medical Evidence (2728) – Saved* screen displays.

9 Click **Print**. EQRS displays the CMS-2728 Form in a PDF format.

10 Click the **Printer icon**; enter any print parameters and click **OK**.

Add a Re-entitlement CMS-2728 Form

1 Log in to EQRS.

2 Click **Patients**.

3 Click **Search Patients**. The *Search Patients* screen displays.

4 Enter your search criteria. Click **Submit**. The *Search Patient Results* screen displays a list of patients matching your search criteria.

5 Click the **EQRS Patient ID** for the desired patient. The *View Patient Demographics* screen displays.

6 Click **Form 2728**. The *Manage Form 2728* screen displays.

7 Click the **Add Re-entitlement 2728** button in the Eligible 2728 Forms section. The *Add an ESRD Medical Evidence (2728)* screen displays.

8 Enter all available information and click **Save**. The message **"Successfully saved Form 2728"** displays.

9 Click **Print**. EQRS displays the CMS-2728 Form in a PDF format.

10 Click the **Printer icon**; enter any print parameters, and click **OK**.

11 Obtain the required signatures from the attending physician and patient on the printed CMS-2728 Form.

12 Go back to EQRS to complete the CMS-2728 Form; repeat **Steps 1-6**.

13 Click the **Re-entitlement Dialysis After Transplant Failed+** link in the Existing 2728 Forms column. The *View ESRD Medical Evidence (2728) – Saved* screen displays.

14 Click **Edit**; the *Edit an ESRD Medical Evidence (2728) – Saved* screen displays.

15 In Sections E-F, enter the dates the attending physician and patient signed the form, and click **Submit**.

16 The *View ESRD Medical Evidence (2728) – Submitted* screen displays with the message **"Successfully submitted Form 2728."**

Add a Supplemental CMS-2728 Form

1 Log in to EQRS.

2 Click **Patients**.

3 Click **Search Patients**. The *Search Patients* screen displays.

4 Enter your search criteria, and then click **Submit**. The *Search Patient Results* screen displays a list of patients matching your search criteria.

5 Click the **EQRS Patient ID** for the desired patient. The *View Patient Demographics* screen displays.

6 Click **Form 2728**. The *Manage Form 2728* screen displays.

7 Click the **Add Supplemental 2728** button in the Eligible 2728 Forms section. The *Add an ESRD Medical Evidence (Supplemental – 2728)* screen displays.

8 Enter all available information and click **Save**. The message **"Successfully saved Form 2728"** displays.

9 Click **Print**. EQRS displays the CMS-2728 Form in a PDF format.

10 Click the **Printer icon**; enter any print parameters and click **OK**.

11 Obtain the required signatures from the attending physician and patient on the printed CMS-2728 Form.

12 Go back to EQRS to complete the CMS-2728 Form; repeat **Steps 1-6**.

13 Click the **Supplemental Training+** link in the Existing 2728 Forms column. The *View ESRD Medical Evidence (2728) – Saved* screen displays.

14 Click **Edit**; the *Edit an ESRD Medical Evidence (Supplemental 2728) – Saved* screen displays.

15 In Sections E-F, enter the dates the attending physician and patient signed the form, and click **Submit**.

16 The *View ESRD Medical Evidence (2728) – Submitted* screen displays with the message "Successfully submitted Form 2728."

Add Vaccination Information

1 Log in to EQRS.

2 Click **Patients**.

3 Click **Search Patients**. The *Search Patients* screen displays.

4 Enter your search criteria, and then click **Submit**. The *Search Patient Results* screen displays a list of patients matching your search criteria.

5 Click the **EQRS Patient ID** for the desired patient. The *View Patient Demographics* screen displays.

6 Click **Vaccinations**. The *Patient Vaccination Data* screen displays.

7 Click the **Add Vaccination Data** button(s) in the Vaccinations Summary section. The *Add Vaccination Data* screen displays.

8 Enter all available information and click **Add Vaccination Data**. The message **"Vaccination data successfully added"** displays at the bottom of the screen.

Add Peritonitis Infection Information

1 Log in to EQRS.

2 Click **Patients**.

3 Click **Search Patients**. The *Search Patients* screen displays.

4 Enter your search criteria, and then click **Submit**. The *Search Patient Results* screen displays a list of patients matching your search criteria.

5 Click the **EQRS Patient ID** for the desired patient. The *View Patient Demographics* screen displays.

6 Click **Infections**. The *Patient Infections Events Data* screen displays.

7 Click the **Add Infection Data** button in Infections Summary section.

8 Select **the facility patient was admitted to when infection occurred**.

9 Click **Create New Infections Event**. The *Add Infections Data* screen displays.

10 Enter all available information and click **Save & Exit or Submit Infection Data**. The message "Infection updated successfully" displays at the bottom of the *Patient Infections Events Data* screen.

Add Clinical Depression Information

1 Log in to EQRS.

2 Click **Patients**.

3 Click **Clinical Depression**. The *Clinical Depression* screen displays.

4 Locate the desired patient and click the **Report** link. The *Clinical Depression Reporting* screen displays.

5 Select the **Clinical Depression Screening and Follow-Up Plan** documented for the patient, then click **Submit**. The *Clinical Depression* screen displays the message **"Clinical depression assessment reported successfully."**

Add Clinical Data Information

1 Log in to EQRS.

2 Click **Patients**.

3 Click **Manager Clinical**. The *Manage Patient Clinical Values* screen displays.

4 Select the **Collection Type** from the dropdown list. The screen refreshes.

5 Select the **Clinical Month** from the dropdown list. The screen refreshes.

6 (Optional) To refine your search even more, in the Last Name Group field, select from the drop-down list the patients with last names that begin with those letters.

7 In the Patient Clinical Status field, select from the drop-down list whether to display patients "With Submitted Clinical Values,"

"Without Clinical Values," or "With Saved Clinical Values." Leave blank to select all.

8   Click **Search Patients**. The *Manage Patient Clinical Values* screen refreshes displaying a list of patients in the Select Patient field who meet the search criteria.

9   Select the desired patient from the Select Patient field drop-down list. The screen refreshes, displaying details for the selected patient.

   NOTE: *If no clinical information has been entered, the following message displays* ***"No clinical data for selected facility, patient, and clinical month."***

10   (Optional) Enter a **Common Lab Test Date**.

11   Enter the clinical data for the patient under each category or select the appropriate N/A checkbox.

12   Click **Submit**. If no error messages display, your clinical data has been validated and submitted in EQRS. -OR-
If you have not entered all of the clinical data for this patient, click **Save**.

Add Facility Personnel

1   Log in to EQRS.

2   Click **Facilities**.

3   Click **Personnel**. The *Search Personnel* screen displays.

4   Click **New Personnel**.

5   Click **Add Personnel**.

6   Enter the required information in the Personnel Information section.

7   Indicate the job description or job title and click **Add Positions**.

8   Click **Review**.

9   Click **Submit**. The *View Existing Personnel* screen displays the message **"Personnel information added successfully."**

Add Patient Treatment Information

1   Log in to EQRS.

2   Click **Patients**.

3   Click **Search Patients**. The *Search Patients* screen displays.

4   Enter your search criteria, and then click **Submit**. The *Search Patient Results* screen displays a list of patients matching your search criteria.

5   Click the **EQRS Patient ID** for the desired patient. The *View Patient Demographics* screen displays.

6   Click the **Treatments** link. The *View Patient Treatments* screen displays.

7   Click the **Admit Date**. The screen refreshes and displays the Treatment Start Date in the Treatment Summary section.

8   Click the **New Treatment** link. The *Add Treatment Information* screen displays.

9   Enter data in the required fields for the patient's new treatment information; then click **Submit**.

10   The *View Treatment Information* screen displays with the new treatment record.

Admit a New ESRD Patient

1   Log in to EQRS.

2   Click **Patients**.

3   Click **Admit a Patient**. The *Admit Patient* screen displays.

4   Enter the patient's information and select *New ESRD Patient* in the **Admit Reason** field. Click **Next**. The screen refreshes and displays the following sections:

   a   Ethnicity, race, tribe and origin
   b   Contact Information
   c   Miscellaneous Information
   d   Medical Information
   e   Admission Information

f Dialysis Treatment Information

NOTE: *Add any information that will be required for the CMS-2728, CMS-2746, or CMS-2744 Forms.*

5 Enter all available data and click **Submit**. The message **"Patient admission was successful"** displays.

Admit a Transfer (Existing) Patient

1 Log in to EQRS.

2 Click **Patients**.

3 Click **Admit a Patient**. The *Admit Patient* screen displays.

4 Enter the patient's information. Select *Transfer In* in the **Admit Reason** field. Click **Next**.

Near Match – In Scope Patient

From **Step 4**, the *Near Match Select* screen displays with the message, **"Possible duplicate patients outside of your scope have been identified. It is recommended that you contact your ESRD Network to investigate the possible duplicate(s) for the patient you are admitting. You may not admit this patient without the assistance of your ESRD Network."**

5 Contact your ESRD Network for further assistance.

Near Match – Out of Scope Patient

From **Step 4**, the *Near Match Select* screen displays with the message, **"Possible duplicate patients outside of your scope have been identified. It is recommended that you contact your ESRD Network to investigate the possible duplicate(s) for the patient you are admitting. You may not admit this patient without the assistance of your ESRD Network."**

5 Contact your ESRD Network for further assistance.

Exact Match – In Scope or Out of Scope Patient

From **Step 4**, the *Patient Admission Confirmation* screen displays.

5 Click **Accept**. The *Admit Patient* screen displays the message **"Patient match found. New admission record will be created for this patient."**

6 Review the auto-populated information, enter the required information, and click **Submit**. The message **"Patient admission was successful"** displays.

Complete a CMS-2746 Form

1 Log in to EQRS.

2 Click **Patients**.

3 Click **Search Patients**. The *Search Patients* screen displays.

4 Enter your search criteria, and then click **Submit**. The *Search Patient Results* screen displays a list of patients matching your search criteria.

5 Click the **EQRS Patient ID** for the desired patient. The *View Patient Demographics* screen displays.

6 Click **Edit**. The *Edit Patient* screen displays.

7 Scroll down to the <u>Medical Information</u> section. Enter the **Death Date** and **Death Code**; then click **Submit**. The *View Patient Demographics* screen displays with the message **"Successfully edited patient."**

8 Click **Form 2746**. The *Add a Death Notice (2746)* screen displays with information pre-populated from the current patient record.

9 Enter all required information on the screen and click either **Save** or **Submit**. The *View a Death Notice (2746) – Saved (or Submitted)* screen displays with the message **"Successfully saved (or submitted) Form 2746."**

10 To print the CMS-2746 Form, click **Print**. The CMS-2746 Form displays in a PDF format.

11 Click the **printer icon**; enter any print parameters and click **OK**.

Delete a Saved CMS-2746 Form

1 Log in to EQRS.

2 Click **Patients**.

3 Click **Search Patients**. The *Search Patients* screen displays.

4 Enter your search criteria, and then click **Submit**. The *Search Patient Results* screen displays a list of patients matching your search criteria.

5 Click the **EQRS Patient ID** for the desired patient. The *View Patient Demographics* screen displays.

6 Click the **Form 2746** link. The *View a Death Notice (2746) – Saved* screen displays.

7 Click **Delete**. A confirmation webpage dialog screen displays with the message "**Are you sure you want to continue?**"

8 Click **Yes, Delete**. The *View Patient Demographics* screen displays.

Edit a Saved CMS-2746 Form

1 Log in to EQRS.

2 Click **Patients**.

3 Click **Search Patients**. The *Search Patients* screen displays.

4 Enter your search criteria, and then click **Submit**. The *Search Patient Results* screen displays a list of patients matching your search criteria.

5 Click the **EQRS Patient ID** for the desired patient. The *View Patient Demographics* screen displays.

6 Click the **Form 2746** link. The *View a Death Notice (2746) – Saved* screen displays.

7 Click **Edit**. The *Edit a Death Notice (2746) – Saved* screen displays.

8 Apply the desired changes; click **Save** or **Submit**. The *View a Death Notice (2746) – Saved (or Submitted)* screen displays with the message "**Successfully saved (or submitted) Form 2746.**"

View a CMS-2746 Form

1 Log in to EQRS.

2 Click **Patients**.

3 Click **Search Patients**. The *Search Patients* screen displays.

4 Enter your search criteria, and then click **Submit**. The *Search Patient Results* screen displays a list of patients matching your search criteria.

5 Click the **EQRS Patient ID** for the desired patient. The *View Patient Demographics* screen displays.

6 Click the **Form 2746** link. The *View a Death Notice (2746) – Submitted* screen displays.

Discharge a Patient

1 Log in to EQRS.

2 Click **Patients**.

3 Click **Search Patients**. The *Search Patients* screen displays.

4 Enter your search criteria. Click **Submit**. The *Search Patient Results* screen displays a list of patients matching your search criteria.

5 Click the **EQRS Patient ID** for the desired patient. The *View Patient Demographics* screen displays.

6 Click the **Admissions** link. The *View Patient Admissions* screen displays.

7 Click the **Admit Date**. The screen refreshes and displays the Treatment Start Date in the <u>View Admission Information</u> section.

8 Click the **Edit**. The screen refreshes and provides the ability to edit the admit and discharge information in the <u>Edit Admission Information</u> section.

9 Enter the **Discharge Date**, select the **Discharge Reason**. Click **Submit**. The *View Patient Admissions* screen displays the Discharge Date and Discharge Reason, and the message **"Admission record updated successful."**

NOTE: The Transplant Discharge Subcategory field is required if "Transfer" is selected as the Discharge Reason.

Edit Patient Demographics

1 Log in to EQRS.

2 Click **Patients**.

3 Click **Search Patients**. The *Search Patients* screen displays.

4 Enter your search criteria, and then click **Submit**. The *Search Patient Results* screen displays a list of patients matching your search criteria.

5 Click the **EQRS Patient ID** for the desired patient. The *View Patient Demographics* screen displays.

6 Click **Edit**. The *Edit Patient* screen displays.

7 Make the desired changes and click **Submit**. The *View Patient Demographics* screen displays the message **"Successfully edited patient."**

8 From the CROWNWeb *Home Page*. Click **Patients**. The *Search for Patients* screen displays.

Edit Facility Default Preferences

1 Log in to EQRS.

2 Click **Facilities**.

3 Click **Search Facilities**. The *Search Facilities* screen displays.

4 Enter your search criteria and then click on the desired facility's details. The *Facility Summary* screen displays.

5 Click the **Default Preferences** link the <u>Actions</u> section. The *View Default Preferences* screen displays.

6 Make the desired changes. Click **Submit**. The *View Default Preferences* screen displays the message **"Facility default preferences submitted successfully."**

Edit Facility Information

1 Log in to EQRS.

2 Click **Facilities**.

3 Click **Search Facilities**. The *Search Facilities* screen displays.

4 Enter your search criteria and then click on the desired facility's details. The *Facility Summary* screen displays.

5 Click **View to edit** next to the desired section(s) or click on each section's title to the left of the screen.

6 Click **Edit**, make the desired changes, and click Update. The screen refreshes and displays a message indicating that the information was updated successfully.

Edit Facility Personnel Information

1 Log in to EQRS.

2 Click **Facilities**.

3 Click **Personnel**. The *Search Personnel* screen displays.

4 Enter your search criteria. Click **Submit**. The *Search Results* screen displays a list of personnel matching your search criteria.

5 Click the **Personnel ID** for the desired personnel. The *View Existing Personnel* screen displays.

6 Click **Edit**. The *Edit Existing Personnel* screen displays.

7 Make the desired changes and click **Review**. The *Review Changes* screen displays.

8 Click **Submit**. The *View Existing Personnel* screen displays the message **"Personnel information updated successfully."**

Edit Patient Admit/Discharge Information

1 Log in to EQRS.

2 Click **Patients**.

3 Click **Search Patients**. The *Search Patients* screen displays.

4 Enter your search criteria, and then click **Submit**. The *Search Patient Results* screen displays a list of patients matching your search criteria.

5 Click the **EQRS Patient ID** for the desired patient. The *View Patient Demographics* screen displays.

6 Click the **Admissions** link. The *View Patient Admissions* screen displays.

7 Click the **Admit Date**. The screen refreshes and displays the View Admission Information section.

8 Click the **Edit**. The screen refreshes and provides the ability to edit the admit and discharge information in the Edit Admission Information section.

9 Make the desired changes. Click **Submit**. The *View Patient Admissions* screen displays the message **"Admission record updated successful."**

Edit Patient Treatment Information

1 Log in to EQRS.

2 Click **Patients**.

3 Click **Search Patients**. The *Search Patients* screen displays.

4 Enter your search criteria, and then click **Submit**. The *Search Patient Results* screen displays a list of patients matching your search criteria.

5 Click the **EQRS Patient ID** for the desired patient. The *View Patient Demographics* screen displays.

6 Click the **Treatments** link. The *View Patient Treatments* screen displays.

7 Click the **Admit Date**. The screen refreshes and displays the Treatment Start Date in the Treatment Summary section.

8 Click the **Treatment Start Date**. The screen refreshes and displays the treatment details in the View Treatment Information section.

9 Click **Edit**. The screen refreshes to enable fields in the Edit Treatment Information section.

10 Make the desired changes and click **Submit**. The *View Patient Treatments* screen displays the message **"Treatment record update successful."**

Inactivate Facility Personnel

1 Log in to EQRS.

2 Click **Facilities**.

3 Click **Personnel**. The *Search Personnel* screen displays.

4 Enter your search criteria. Click **Submit**. The *Search Results* screen displays a list of personnel matching your search criteria.

5 Click the **Personnel ID** for the desired personnel. The *View Existing Personnel* screen displays.

6 Click **Edit**. The *Edit Existing Personnel* screen displays.

7 Click the **Inactivate entire record** checkbox. A confirmation webpage dialog screen displays with the message "**Are you sure you want to continue?**"

8 Click **Yes, Continue**. The *Edit Existing Personnel* screen refreshes.

9 Click **Review**. The *Review Before Inactivation* screen displays the message **"This personnel record is inactive."**

10 Click **Submit**. The *View Existing Personnel* screen displays the message **"Personnel information updated successfully."**

NOTE: *Do not inactivate physicians. They may be attached to another facility and this may also inactivate them from those facilities.*

Resolve an Accretion

Access the Accretion

1 Log in to EQRS.

2 Click **Patients**.

3 Click **Action List**. The *Action List* screen displays.

4 (Optional) Select an **Action Type** or **Action Status**, then click **Filter**.

5 Click the **Accretion** link in the Action Type column. The *View Accretion* screen displays.

6 Review the information on the screen.

Accept an Accretion

7 After **Step 6**, add any optional comments in the Comment History section.

8 Click **Accept** in the Assign Action Status drop-down field.

9 Click **Submit**. The *Admit Patient* screen displays with the message **"Accretion under investigation."**

10 Enter any missing information and select *New ESRD Patient* in the **Admit Reason** field. Click **Next**. The screen refreshes and displays the following sections:

   a Ethnicity, race, tribe and origin
   b Contact Information
   c Miscellaneous Information
   d Medical Information
   e Admission Information
   f Dialysis Treatment Information

NOTE: *Add any information that will be required for the CMS-2728, CMS-2746, or CMS-2744 Forms.*

11 Enter all available data and click **Submit**. The message **"Patient admission was successful"** displays.

Investigate an Accretion

When you need time to research an Accretion before selecting an Action:

7 After **Step 6**, click **Investigate** in the Assign Action Status drop-down field. The *Action List* screen refreshes with the message **"Accretion under investigation."**

8 Research the Accretion to determine whether to *Accept* or *Escalate to Network*.

9 Return to the *View Accretion* screen to resolve the Accretion.

Escalate an Accretion

If you cannot resolve the Accretion and need help from your ESRD Network:

7 After **Step 6**, add any optional comments in the Comment History section as to why you are escalating the Accretion.

8 Click **Escalate to Network** in the Assign Action Status drop-down field. The *View Accretion* screen displays with the message **"Accretion escalated."**

9 The Accretion is removed from your Action List.

End Stage Renal Disease Quality Reporting System

View a Facility

1   Log in to EQRS.

2   Click **Facilities**.

3   Click **Search Facilities**. The *Search Facilities* screen displays.

4   Enter your search criteria and then click on the desired facility's details. The *Facility Summary* screen displays.

View a Patient's Demographics

1   Log in to EQRS.

2   Click **Patients**.

3   Click **Search Patients**. The *Search Patients* screen displays.

4   Enter your search criteria, and then click **Submit**. The *Search Patient Results* screen displays a list of patients matching your search criteria.

5   Click the **EQRS Patient ID** for the desired patient. The *View Patient Demographics* screen displays.

View an Accretion

1   Log in to EQRS.

2   Click **Patients**.

3   Click **Action List** for the *Action List* screen.

4   (Optional) Select an **Action Type** or **Action Status**, then click **Filter**.

5   Click the **Accretion** link in the Action Type column. The *View Accretion* screen displays.

View Patient Admit/Discharge Information

1   Log in to EQRS.

2   Click **Patients**.

3   Click **Search Patients**. The *Search Patients* screen displays.

4   Enter your search criteria, and then click **Submit**. The *Search Patient Results* screen displays a list of patients matching your search criteria.

5   Click the **EQRS Patient ID** for the desired patient. The *View Patient Demographics* screen displays.

6   Click the **Admissions** link. The *View Patient Admissions* screen displays.

7   Click the **Admit Date**. The screen refreshes and displays the View Admission Information section.

View Patient Treatment Information

1   Log in to EQRS.

2   Click **Patients**.

3   Click **Search Patients**. The *Search Patients* screen displays.

4   Enter your search criteria, and then click **Submit**. The *Search Patient Results* screen displays a list of patients matching your search criteria.

5   Click the **EQRS Patient ID** for the desired patient. The *View Patient Demographics* screen displays.

6   Click the **Treatments** link. The *View Patient Treatments* screen displays.

7   Click the **Admit Date**. The screen refreshes and displays the Treatment Start Date in the Treatment Summary section.

8   Click the **Treatment Start Date**. The screen refreshes and displays the treatment details in the View Treatment Information section.