**Vascular Access Tracker Instructions for Facilities**

The purpose of this tracker is to track vascular accesses and to calculate important standard quality measures including thrombosis rates, primary access failure rates, complication rates, and average time until first use. It is not intended to be used to track infections, infiltrates, and other complications that may occur routinely in facilities. Infections should only be included if they are postop infections and considered complications of surgery.

**\*start entering data on new accesses placed today, and continue to enter data going forward. Each access should be entered on a separate row . If a patient has had multiple accesses in place, then you may have multiple rows for each patient. If you have accurate data available about the history of your current patients’ access in place, you may enter the historical data, but it is important that the data entered is accurate, including the dates and interventions/thrombosis episodes, etc.**

\*\*Please enter all data in the worksheet (tab) entitled “Data Collection”. The other worksheets (tabs) include calculated values from the data collection worksheet. **Do not** enter data or alter any data in the other worksheets. Also, do not enter any data, or edit any data in column U and column V in the Data Collection worksheet as these columns are calculated fields and if altered in any way, the calculations may not work for the entire tracker.

1. Column A- Enter the patient’s initials. Do NOT enter the full name of patient or any PHI
2. Column B- Enter the patient’s Medical Record number (no PHI)
3. Column C- Enter the patient’s status- “on dialysis” or “expired”
4. Column D- Indicate race: W, AA, AS, or H
5. Column E- Indicate if patient has DM: Y or N
6. Column F- Indicate if patient is Obese: Y or N
7. Column G- Enter dialysis facility name (use same name for all patients in same clinic)
8. Column H- Enter Date patient started chronic dialysis (Use start date from 2728 form)
9. Column I- Enter date Catheter removed, if patient has catheter. If not, leave blank.
10. Column J- Enter type of access- AVF, AVG, or Cath
11. Column K- Enter name of Surgeon or IR/Nephrologist who placed access
12. Column L- Enter name of Surgical practice
13. Column M- Enter date AV access placed
14. Column N- Enter “1” for each AV access
15. Column O- Enter total number of interventions (surgery or IR) on access (additive)
16. Column P- Enter any comments (ie intervention on 1/10 done by IR, etc..)
17. Column Q- Enter total number of surgical complications (during surgery or immediately following- ie stroke, bleeding, ischemic hand, etc..)
18. Column R- Enter # of accesses that failed to mature: “0” or “1” -only 1 access per line
19. Column S- Enter “=TODAY()” for all new patients, or new accesses entered. Enter date AV access failed or patient expired only if status changes.
20. Column T- Enter total # of Thrombosis episodes on the access

\*\*\*Do **NOT** edit or alter columns U or V- these are calculated values\*\*\*

Filtering: You can filter most columns by clicking on arrow at top, and checking/unchecking box next to item you want to include or not (by unchecking box, those items will not be included in tracker).

Summary Worksheets (tabs): Surgeon Summary and Practice Summary worksheets can be viewed by clicking on the tab. Each item with an hourglass symbol can be filtered by clicking on hourglass symbol. For example, you can chose to include catheters in the data, or filter these out and only look at data for AVF and AVG (or one or the other) by checking or unchecking item. You can also filer patient’s status- click on hourglass, and uncheck “expired” to remove patients from the summary who are expired and only view those on dialysis. You can always change this back by checking the box “expired” in future.

Once you make any changes to summary worksheet, click on any cell in the worksheet, then Right click, and click “refresh”. This will refresh the data in accordance with the filters you applied. After any changes, be sure to refresh to see the latest data.

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