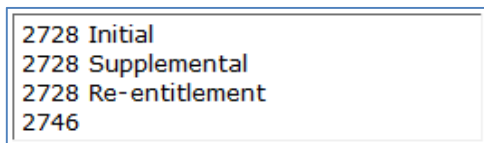


Missing Forms (2728 & 2746) Report in CROWNWeb

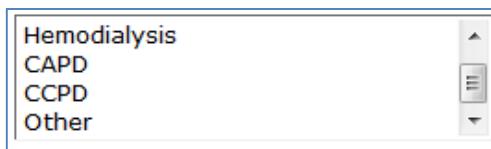
Facilities are now able to run the Missing Forms Report in CROWNWeb, which identifies the CMS forms that have not yet been submitted.

- In CROWNWeb, click on the **Reports** tab.
- Locate and click on **Missing Forms Report**.
- In the **Select One or More Facilities** field, select your facility.
- In the **Form Type** field, select the form type(s) that you want.
 - You may select more than one type by holding the *Ctrl* button and clicking on the type of form you want the report to run:



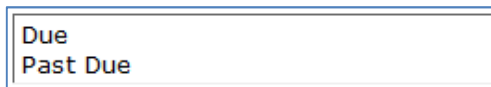
A screenshot of a dropdown menu with a light blue border. The menu is open, showing four options: "2728 Initial", "2728 Supplemental", "2728 Re-entitlement", and "2746".

- In the **Select Treatment Type** field, select the treatment type(s) that you want.
 - You may select more than one type by holding the *Ctrl* button and clicking on the type of treatment you want the report to run:



A screenshot of a dropdown menu with a light blue border. The menu is open, showing four options: "Hemodialysis", "CAPD", "CCPD", and "Other".

- In the **Form Due Status** field, you may click on either option, or select both by holding the *Ctrl* button and clicking on the form status you want the report to run:



A screenshot of a dropdown menu with a light blue border. The menu is open, showing two options: "Due" and "Past Due".

- In the **Select a Report Format** field, select *Excel*.
- Click on the **Finish** button. This will now run the report.
- You will need to periodically check the **My Reports** tab for the report to have a status of *Complete*.
- Once the report's status is complete, click on the Excel link. A *File Download* message will appear, asking if you want to save or open the file.
- When the report is open, you may get a *Protected View* warning. If you do, click *Enable*. If *Enable* is not selected, you will not be able to edit the report.
- Look at column E – "Form Status" – to see if the form is:
 - "Saved" (But not submitted in CROWNWeb).
 - "Missing" (Never been entered into CROWNWeb).