

## **Dialysis & Home Facilities** **Processing the 2744 Annual Survey**

1. Proceed to the **2744 Tab**.
2. Click **Search 2744**.
3. Enter **Facility CCN**.
4. Enter **Survey Year** – this is the year for which the survey is being conducted.
5. Click **Search**.
  - If **'No records match,'** follow **Adding a New 2744 Annual Survey** instructions.
6. Select your facility.
7. Click **Generate**.
8. Click **Edit 2744**.
9. Review the following **2744 Reports** for accurate patient information:

<b>2744 Reports*</b>	<b>Action for Facilities to Take</b>
<b>Additions During Survey Period Report</b>	<i>Make sure all patients have been <b>admitted</b>.</i>
<b>Patient [Medicare] Eligibility Status Report</b>	<i>Make corrections in the 'View Patients Attributes History' tab.</i>
<b>Patients Receiving Care at End of Survey Period</b>	<i>Make sure all patients have been <b>admitted/discharged</b> from your facility.</i>
<b>Hemodialyzing More Than 4 Times Per Week</b>	<i>Make sure all patients have the correct 'Treatment Summary' information.</i>
<b>Vocational Rehabilitation Report</b>	<i>Make corrections in the 'View Patients Attributes History' tab.</i>

\* Instructions are available for these reports.

10. Make all necessary corrections on the specific patient record in CROWNWeb.
11. Enter the **Treatment Count** information (Fields 36 – 41). This is total treatments for the survey year.
12. Enter the **Staffing Count** information (Fields 36 – 41).
13. If the survey generates **Warnings** or **Errors**, refer to **2744 - Warnings** and **2744 - Errors** instructions.
14. Click **Generate** – this will refresh the 2744 with any corrections you have made.
15. Click **Save**.

\*\* Click **Submit for Acceptance** ONLY when all required fields are completed and there are no more errors on the survey. \*\*