

Re-Generating the 2744 Annual Survey

The 2744 must be re-generated after every time you make corrections to patient records in order for the 2744 Annual Survey to display the updated information.

1. Proceed to the **2744 Tab**.
2. **Search 2744**.
3. Enter **Facility CCN**.
4. Enter **Survey Year** – this is the year for which the survey is being conducted.
5. Click **Search**.
6. Select your facility.
7. Click **Edit**.
8. Click **Generate**.
9. Run all **2744 Reports**, and make the necessary corrections to the specific patient record.
10. Complete all blank fields:
 - **[Fields 36-41]** for Dialysis/PD Facilities, and
 - **[Fields 51-52]** for Transplant Centers.
11. If the survey generates **Warnings** or **Errors**, refer to **2744 - Warnings** and **2744 - Errors** instructions.
12. Click **Generate** – this will refresh the 2744 with any corrections you have made.
13. Click **Save**.

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