

2744 Report: Patient Medicare Eligibility

1. Log into **CROWNWeb**.
2. Proceed to the **Form 2744** tab.
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 the **Patient Eligibility Status Report** located at the top of the page.
 - Refer to the “*Fix for Errors when Opening 2744 Reports*” instructions if you cannot open the report.
10. Make the **Patient ID** column wider to see the CROWN UPI and search for the patient.
11. Review report for accuracy. All corrections for the following fields must be made in the individual patient’s record in CROWNWeb:

SSN	<ul style="list-style-type: none"> • Update the patient’s information in CROWNWeb if the columns have <u>missing or incorrect</u> information. 								
HICNum									
Gender									
Birth Date									
Medicare Enrollment Status	<ul style="list-style-type: none"> • Review the <i>Medicare Enrollment Status (MES) & Medicare Enrollment Start Date (MESD)</i> columns. The <i>MES</i> column will list whether the patient’s status is: <table style="margin-left: 40px;"> <tr><td style="text-align: center;">1</td><td>Enrolled in Medicare</td></tr> <tr><td style="text-align: center;">2</td><td>No Medicare Coverage</td></tr> <tr><td style="text-align: center;">3</td><td>Medicare Status Pending</td></tr> </table> 	1	Enrolled in Medicare	2	No Medicare Coverage	3	Medicare Status Pending		
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2	No Medicare Coverage								
3	Medicare Status Pending								
Medicare Enrollment Start Date	<ul style="list-style-type: none"> • Review the <i>Citizenship</i> column. The column will list whether the patient’s status is: <table style="margin-left: 40px;"> <tr><td style="text-align: center;">1</td><td>US Citizen</td></tr> <tr><td style="text-align: center;">2</td><td>Non US Citizen</td></tr> <tr><td style="text-align: center;">3</td><td>Foreign National US Resident</td></tr> <tr><td style="text-align: center;">4</td><td>US Resident</td></tr> </table> 	1	US Citizen	2	Non US Citizen	3	Foreign National US Resident	4	US Resident
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Citizenship	<ul style="list-style-type: none"> • Make corrections on the patient’s View Patient Attributes History tab. • Refer to the “<i>Edit View Patient Attributes History</i>” instructions. • Enter the correct Status Change Date, or the date the patient was admitted into your facility. 								

12. After making corrections, make sure to **Generate** the **2744 Annual Survey**.

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