

### 2744 Report: Patients Hemodialyzing More Than 4 Times Per Week

1. Log into **CROWNWeb**.
2. Proceed to the **Form 2744** tab.
3. Click **Search 2744**.
4. Enter **Facility CCN**.
5. Enter **Survey Year** – this is the year for which the survey is being conducted.
6. Click **Search**.
7. Select your facility.
8. Click **Edit**.
9. Click **Generate**.
10. Run the **Patients Hemodialyzing More Than 4 Times Per Week 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.
11. Make the **Patient ID** column wider to see the CROWN UPI and search for the patient.
12. Review the report for accuracy. The only patients that should be listed are those who dialyze **more than 4 times per week**.
13. Patients will only appear on this report if **Sessions Per Week is higher than 4** in their Treatment Information.
14. If there is a patient missing from this list, or if a patient should not be on this list, or there is incorrect data, refer to the *“Updating Patient’s Modality and Training Information”* instructions.

<b>SSN</b>	<ul style="list-style-type: none"> <li>• Update the patient’s information in CROWNWeb if the columns have <u>missing or incorrect</u> information.</li> </ul>
<b>HICNum</b>	
<b>Gender</b>	
<b>Birth Date</b>	
<b>Dialysis Setting</b>	<ul style="list-style-type: none"> <li>• Select <b>Home</b> or <b>Dialysis Facility/Center</b>.</li> </ul>
<b>Dialysis Time Period</b>	<ul style="list-style-type: none"> <li>• Select <b>Daytime</b> or <b>Nocturnal</b>.</li> </ul>

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