

### 2744 Report: Transplant & Eligibility Status

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 **Transplant & Eligibility 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. Make sure all patients listed were transplanted within the Survey Year.
13. Review report for accuracy. All corrections for the following fields must be made in the individual patient’s record in CROWNWeb:

<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>Transplant Date</b>	
<b>Medicare Enrollment Status</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.               <ul style="list-style-type: none"> <li>○ Medicare Application Pending</li> <li>○ Currently enrolled in Medicare Coverage</li> <li>○ No Medicare Coverage</li> </ul> </li> </ul>
<b>Medicare Enrollment Start Date</b>	
<b>Citizenship</b>	<ul style="list-style-type: none"> <li>• Make corrections on the patient’s <b>View Patient Attributes History</b> tab.</li> <li>• Refer to the “<i>Edit View Patient Attributes History</i>” instructions.</li> <li>• Enter the correct <b>Status Change Date</b> or the date the patient was admitted into your facility.</li> </ul>
<b>Citizenship Status Date Change</b>	

14. Admit patients missing from the report by completing the appropriate form:
  - *Request to Admit a NEW Patient into a Transplant Center (pre-dialysis)*
  - *Request to Transfer-In a Patient into a Transplant Center (post-dialysis)*
14. E-mail any discrepancies regarding the **Transplant Date** along with the CROWN UPI/Patient ID to [Data@nw18.esrd.net](mailto:Data@nw18.esrd.net). Do not include any PHI/PII.
15. After all corrections have been made by the facility and/or Network, make sure the total number of patients who are **Currently enrolled in Medicare Coverage, No Medicare Coverage, Medicare Application Pending** correspond to total number in fields 43 – 46 on the 2744.
16. After making corrections, make sure to **Generate** the **2744 Annual Survey**.