

2744 Report: Transplants Performed

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 **Transplants Performed 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 the report for accuracy. All corrections for the following fields must be made in the individual patient’s record in CROWNWeb:

SSN	
HICNum	<ul style="list-style-type: none"> • Update the patient’s information in CROWNWeb if the columns have <u>missing or incorrect</u> information. • To ensure accuracy, refer to the “<i>Admit-Discharge Reasons</i>” instructions.
Gender	
Birth Date	
Transplant Date	
Primary Treatment	<ul style="list-style-type: none"> • E-mail any discrepancies of the Transplant Date or Primary Treatment along with the CROWN UPI/Patient ID to Data@nw18.esrd.net. • Do not include any PHI/PII.

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)*
15. After all corrections have been made by the facility and/or Network, make sure the total number of patients with **Living Related**, **Living Unrelated**, and **Deceased** donor transplants correspond to total number in fields 47-49 on the 2744.
16. After making corrections, make sure to **Generate** the **2744 Annual Survey**.