

Transplant Centers Processing a 2744 Annual Survey

1. Proceed to the **2744 Tab**.
2. Click **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 **Generate**.
8. Click **Edit 2744**.
9. Review the following 2744 Reports for accurate patient information:
 - Transplant and Eligibility Status Report
 - Transplant Performed Report
10. Make all necessary corrections on the specific patient record in CROWNWeb.
11. Complete the following two fields:

1) Field 51	2) Field 52
Number of patients on your [kidney] Transplant Wait List as of December 31 who were <u>on dialysis</u>	Number of patients on your [kidney] Transplant Wait List as of December 31 who were <u>non-dialysis</u>

12. If you see **Warnings** or **Errors**, refer to **2744 Warnings & Errors for Tx Centers** instruction document.
13. Click **Generate**. This will refresh the 2744 with any corrections you have made.
14. Click **Save**.

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