

Death Notification Completing a 2746 Form in CROWNWeb

- 1) Report **Death** in the patient's Admit/Discharge Summary
Click on your facility's **Admit Date**.
Edit Admit/Discharge.
Add or update discharge date and discharge reason to **Death**.
- 2) Enter Cause of Death on the Patient Attributes page:
Click Edit Patient.
Scroll to the bottom of the page.
Enter **Cause of Death** (COD) in *Death Code field* (this will appear on the 2746 form).
Enter **Date of Death** (this will appear on the 2746 form).
- 3) Complete 2746 Form - *Add 2746* tab will now appear.

Things to Remember...

If a patient wishes to **Discontinue** dialysis and passes away within 30 days of the discharge, the facility is required to complete the 2746 form.

- DO NOT change the discharge date and discharge reason in the Admit/Discharge Summary.
- Add the Date of Death (DOD) and Cause of Death (COD) on the Patient Attributes page.
- 'Accept' the Notification if it appears in your Actions List.

If the patient has passed away 30 days or more from the date of discharge (**with a reason other than Discontinue**) you must complete the 2746 form for that patient and update the discharge date and discharge reason to **Death**.

If a patient passes away while a TRANSIENT at your facility:

- Use 'Transfer: Dialysis Facility' to discharge the patient back to their home facility.
- The home/permanent facility is responsible for completing the 2746 form.

The 2746 cannot be edited after it is in Submitted status. You will need to contact the Help Desk to make any changes QNetSupport-ESRD@hcqis.org

If you cannot edit the record in order to enter the COD, email the Data Department with the UPI, facility CCN and the COD. The Network will enter this information for you and inform once it is saved so that you are able to submit the 2746 form Data@nw18.esrd.net