



Annual Facility Survey/CMS 2744 Mid-Year Check List

Midwest Kidney Network (Renal Network 11) recommends following the checklist below to keep your patient and facility records up to date in CROWNWeb in preparation for the annual CMS 2744.

Patient Attributes

Vocational Rehabilitation

- Enter a Vocational Rehabilitation status for the **current** treatment year
 - You may want to work with your facility SW to verify the patient's status

Medicare Status

- Ensure each patient has one of the following options selected: *No Medicare Coverage, Medicare Application Pending, or Currently Enrolled in Medicare Coverage*

Citizenship

- Select a Citizenship status one time for every patient

CROWNWeb Dashboard/Action List

System Discharges

- Clear all System Discharges, contact Midwest Kidney Network for assistance

Notifications

- Make any necessary patient treatment or attribute corrections as indicated

2728 and 2746 Forms

- Submit any overdue 2728 forms (*to be completed within 10 business days of a patient's initial treatment, but completed no later than 45 days*)
- Submit any overdue 2746 forms (*to be completed within 14 days of a patient's death*)

PART – due monthly (at a minimum)

- Verify the patient's name, admit/discharge date, transient status (if applicable), and physician for accuracy and make corrections as needed

Please feel free to contact Midwest Kidney Network with any questions at (651) 644-9877.