

Death Notification Completing a 2746 Form in CROWNWeb

- 1) Report Death in the patient's Admit/Discharge Summary
 - a. **Search** for patient in CROWNWeb.
 - b. Click **Admit/Discharge Summary**.
 - c. Click on your facility's **Admit Date**.
 - d. Edit **Admit/Discharge**.
 - e. Add or update discharge date and discharge reason to **Death**.
 - f. Click **Submit**.
- 2) Enter Cause of Death
 - a. From the *Patient Attributes* page:
 - i. Click **Edit Patient**.
 - ii. **Scroll** to the bottom of the page.
 - iii. Enter correct code for **Cause of Death** in *Death Code field* (this will appear on the 2746 form).
 - iv. Enter **Date of Death** (this will appear on the 2746 form).
 - v. Click **Submit**.
- 3) Complete 2746 Form.
 - a. An *Add 2746* tab will now display:
 - i. Click **Add 2746** tab.
 - ii. Complete all fields of the 2746. If for some reason, you are not able to complete the 2746 form at that time, click **Save**. You will be able to return to the 2746 once all information is gathered to complete and submit the form.
 - iii. **Review** 2746 for accuracy.
 - iv. Click **Submit**. After selecting Submit, you will not be able to edit the form again.

Things to Remember...

- Transplant patients do not require a 2746 form three years or more after the transplant.
- If a patient wishes to discontinue dialysis and passes away within 30 days of discharge, you must complete a CMS-2746 for that patient.
- If the facility discovers the patient has passed away 30 days or more from the date of discontinue, no CMS-2746 is required, but an update to the discharge date and reason is required.
- If a patient passes away while in a transient status, the home facility is responsible for completing the CMS-2746.
- The CMS-2746 cannot be edited after it is in Submitted status. You will need to contact the Help Desk to make any changes.

For more information, please contact FMQAI: ESRD Network 18 at QIMS-CROWNWeb-Help@NW18.esrd.net.