

Schedule for Data Reporting

This schedule is in effect until such time as the facility is notified that CROWNWeb data reporting has begun.

Patient Specific Forms			
Form		When Due	Comment
CMS-2728	Chronic Renal Disease Medical Evidence Form	Within 45 days of first treatment at Medicare certified ESRD unit	Registers beneficiary for Medicare chronic renal disease benefits. Must be signed by physician and patient.
CMS-2746	ESRD Death Notification	Within 30 days of date of death	
New Patient Packet Returns		Within 1 week of request	Network receives returns on new patient packets if post office unable to deliver
Facility Level Reports			
<i>Monthly Reports</i>			
Network Patient Activity Report (NPAR)		By 10 th of following month	Reports all additions/losses/changes of modality at unit.
Fistula First Report		By 10 th of following month	Submitted by all units not owned/managed by Davita, DCI and FMC
<i>Quarterly Reports</i>			
Quarterly Census Reconciliation		Sent at close of each quarter after receipt of NPAR	Return within two weeks of receipt.
<i>Semi-Annual Reports</i>			
Facility Roster Update	Facility Information,	Within 2 weeks of receipt. One update in December	Update address, services and key personnel.

	Personnel and Services		
Disaster Coordinators		Spring/Fall 2011	each unit must designate two staff as disaster coordinators with contact information
<i>Annual Reports</i>			
MOU	Memorandum of Understanding	Annual – in February 2011	Participation agreement between Network and facility
<i>Other Reports</i>			
CROWNWeb QIMS Security Administrator		Submitted once unless change of personnel	Every facility must have at least one Security Administrator for CROWNWeb
Facility Survey, CMS 2744			
Section of 2744	Source	Date Due	Description
Facility Data	Facility Roster update/Staffing	Due by January 10 th	Sent in December to Administrator
Patient Data/Vocational Rehabilitation Survey	4 th Quarter census reconciliation	Return due within 2 weeks or receipt	Sent to data contact after receipt of December PAR