

EQRS Data Quality: Tips for Submitting CMS-2728 & CMS-2746 Forms Timely

Tips for CMS-2728 Forms

To comply with current Centers for Medicare & Medicaid (CMS) policy, all CMS-2728 Forms must be submitted in EQRS no later than **45 days following a patient's first chronic outpatient dialysis treatment.**

Starting the Form

- The facility that provided the patient's first outpatient chronic treatment is responsible for completing the CMS-2728 Form, even if the patient is no longer receiving treatment at the first facility.
- Have patients sign the CMS-2728 form upon admission to the facility, preferably on the patient's first day and help the patient fully understand the importance of signing the 2728 form:
 - The 2728 allows for ESRD Medicare benefits eligibility processing.
 - The 2728 can be required for the transplant waitlist.
- Before submitting a CMS-2728 Form in EQRS, have the nephrologist and patient review and sign the form.
 - Enter their signature dates in EQRS.
 - Re-review the fields for accuracy.
 - Submit the form in EQRS.

Acute Patients

- If the patient has Acute Kidney Injury (AKI), they should not be admitted to EQRS, and a CMS-2728 Form should not be completed.
 - Discharge the patient as "Acute" in EQRS and contact the CCSQ Service Center at 866-288-8912 to request that the record be deleted from EQRS.

Patient Signature

- If you are missing the patient's signature on the CMS-2728 Form, and the patient is no longer treating at the facility, contact the patient's current facility for assistance with obtaining the patient's signature on the form.
 - The form can be faxed to the facility, signed by the patient and faxed back.
- If the patient cannot sign the form, it should be signed by a relative, a person assuming responsibility for the patient or by a survivor.
- If the patient has passed away, the form can be submitted without the patient's signature.
 - Ensure that the patient's date of death has been entered in EQRS and submit the CMS-2728 Form with a blank patient signature date field.
 - EQRS will recognize that the patient is deceased and accept the form in the system.

Physician Signature

- Work with nephrologists to understand their rounding schedules and have CMS-2728 Forms ready in advance for their review and signature.
 - Nephrologists can use the ICD-10 code list found here: https://mycrownweb.org/wp-content/uploads/2018/10/List-of-Primary-Causes_v3_508.pdf
- If the doctor cannot sign the CMS-2728 Form at the dialysis facility, the form can be faxed to the nephrologist's office to obtain the signature.
- If the patient's nephrologist no longer works at the facility, contact another doctor in that practice or the facility's Medical Director to see if they are willing to sign the form.

Laboratory Values

- If the facility did not receive the required serum creatinine lab value, within 45 days prior to the first dialysis treatment or kidney transplant, contact the hospital or the nephrologist's office to see if they have labs within the correct date range.

Tips for CMS-2746 Forms

To comply with current Centers for Medicare & Medicaid (CMS) policy, all CMS-2746 Forms must be submitted in EQRS no later than **14 days following a patient's date of death**. Each outpatient dialysis facility should have a process in place to ensure required CMS-2746 forms are submitted timely. Below are tips to assist dialysis facilities.

Starting the Form

- If a patient discontinues dialysis, the last outpatient dialysis facility to provide the patient with treatment must follow the patient and complete a CMS-2746 Form if the patient passes away within 30 days.
- Complete the 2746 using the best information available given the circumstances.

Cause of Death

- Work with the patient's nephrologist or the hospital staff to obtain a cause and date of death.
- If you are unable to submit the CMS-2746 Form due to missing the primary cause of death and no longer have access to edit the patient's demographics page in EQRS because the patient has been discharged for greater than 90 days, contact your ESRD Network for assistance.

For any CMS-2728 questions or concerns, contact:

- Chrys Williams for Networks 7, 13 & 15 at **(813) 865-3323** or via email at cwilliams@hsag.com
- Rosa Rincon for Networks 17 & 18 at **(650) 389-1086** or via email at rrincon@hsag.com

Additional information on submitting CMS-2728 Forms can be found on [Mycrownweb.org](https://mycrownweb.org)

When emailing the Network, do not include the patient's name, DOB, SSN, or Medicare number written in the body of the email, in a screenshot, or any attachment. The only acceptable identifier that can be safely emailed is the Patient's EQRS ID# (UPI). Please call the Network to provide the patient's details over the phone if you do not have the patient's EQRS ID#.