



CMS-2746 (Death Notification) Form FAQs

QUESTION	ANSWER
1 We suspect a patient has passed away, but have no further information. What can we do?	If you suspect that a patient has passed away but do not know the exact date, you can contact the state Vital Records Department to request a copy of the death certificate. See the last page for the address and phone number of your state's department.
2 If a patient withdraws from dialysis, is our unit required to complete a 2746?	Facilities are expected to follow a patient for 30 days after a discontinue event, and must submit the CMS-2746 form for patient if death occurs within 30 days.**
3 When a patient transfers to a nursing home, or rehabilitation center, etc, who is responsible for reporting the patient death?	CMS requires that data reporting responsibilities for your unit continue for up to 30 days from the date the patient leaves your facility.**
4 How do we report a patient who has been involuntarily dismissed from our unit?	While you may report patients as dismissed involuntarily (by selecting loss event option 6C on the PAR), according to CMS policy, dismissed patients remain your responsibility for data reporting up to 30 days from the date of dismissal.** <i>Please note: this does not imply any obligation beyond data reporting. This includes informing Network 11 of any changes in the patient status that you become aware of and filling out the Death Notification form (2746) in the event of death within 30 days of dismissal.</i>
5 Which pages of the 2746 should be sent to the Network?	Only the green copy of the 1 st page needs to be received in the Network office. It is not necessary to send the instruction page, or the yellow copy.
6 I'm at a dialysis facility, do I need to complete question 15 (transplant information)?	If you have information regarding a transplant, it is helpful for you to complete section 15, however it is not necessary.
7 Do I need to write a "0" before 2 digit codes in section 12?	It is not necessary to include a zero with 2 digit cause codes.
8 If a patient has not discontinued renal replacement therapy (i.e. answer to 13 is "No"), do I have to complete 13f?	No, the date of last dialysis treatment is only required when a patient discontinues dialysis prior to death. <i>Note: if 13 is "Yes" you MUST complete 13f in addition to checking one of the reasons 13a–13e</i>

We understand that it is inconvenient to have patients continue to appear on your PAR (Patient Activity Report) after they have transferred to non-Medicare facilities, discontinued/withdrawn, or were involuntarily dismissed. CMS has established that facilities are responsible for reporting data on such patients for 30 days. Thank you for cooperation.

If you have questions, call your Network 11 Data Contact at 651-644-9877 or Email, as noted below:

Facilities in MN, ND and SD

Sandy Schmidt

Email: sschmidt@nw11.esrd.net

Facilities in Greater Michigan

Cheryl Dickhausen

Email: cdickhausen@nw11.esrd.net

Facilities in the Detroit, MI area

Bob Schlichenmaier

Email: bschlichenmaier@nw11.esrd.net

Facilities in Wisconsin

Theresa Comer

Email: tcomer@nw11.esrd.net

Vital Records—Death Certification Information By State

*Note: You cannot order death records by phone in MI, MN, ND or WI.
In South Dakota, phone orders require an additional \$10.00 expedited fee.*

MICHIGAN

Must complete an application

Website: www.mdch.state.mi.us

Vital Records Request

PO Box 30721

Lansing, MI 48909

Phone: 517-335-8656

Fee: \$13.00

SOUTH DAKOTA

Website: www.state.sd.us

Dept of Health

Vital Records

600 East Capitol Avenue

Pierre, SD 57501

Phone: 605-773-4961

Fee: \$10.00

MINNESOTA

Website: www.vitalrec.com/mn.html

Minnesota Dept of Health

Office of State Registrar

717 Delaware Street SE

PO Box 9441

Minneapolis, MN 55440

Phone: 612-676-5000

Fee: \$11.00

WISCONSIN

Must fax an application form

Website: www.vitalrec.com/wi.html

Vital Records

PO BOX 309

1 West Wilson Street, Room 158

Madison, WI 53702

FAX: 608-255-2035

Fee: \$7.00

NORTH DAKOTA

Website: www.discovernd.com

Vital Records

600 East Boulevard Avenue, Dept 301

Bismarck, ND 58505-0200

Phone: 701-328-2360

Fee: \$5.00