



Facility Closure Checklist

We received information that your dialysis facility is closing. We have prepared this checklist to help ensure you comply with all requirements in accordance with the Centers for Medicare and Medicaid Services (CMS) Conditions for Coverage for End Stage Renal Disease (ESRD) Facilities and Interpretive Guidance for the Survey Process.

<input type="checkbox"/>	Provide each patient with a written 30-day notice of the planned closure.
<input type="checkbox"/>	Provide the local ESRD Network and the State Survey Agency with a 30-day written notice of the planned closure.
<input type="checkbox"/>	Notify CMS of the planned closure. <ul style="list-style-type: none"> ➤ Voluntary closures require CMS form 855A to be completed.
<input type="checkbox"/>	Assist patients to obtain dialysis placement in other facilities.
<input type="checkbox"/>	Send appropriate medical records to each patient’s new dialysis facility.
<input type="checkbox"/>	Complete an annual CMS Facility Survey (CMS-2744) from January 1 to the date of closure in CROWNWeb.
<input type="checkbox"/>	Submit all outstanding CMS 2728 and 2746 forms in CROWNWeb. <ul style="list-style-type: none"> ➤ For a list of missing forms, run the Missing Forms Report in CROWNWeb or utilize the mega-tabs on the EQRS Facility Dashboard.
<input type="checkbox"/>	Inform the Network with the name and telephone number of the person/provider that will be responsible for data related issues after the closure of the unit, as well as a forwarding address for correspondence.
<input type="checkbox"/>	Discharge patients from closing facility to their new facility in CROWNWeb. <ul style="list-style-type: none"> ➤ To verify if all patients have been discharged, run the Patient Roster Report; if completed successfully, the roster should have 0 patients listed.
<input type="checkbox"/>	Send an email to the QualityNet Help Desk at gnetsupport-esrd@hcqis.org requesting that they disable all users in EIDM/QARM for CROWNWeb and ESRD QIP.
<input type="checkbox"/>	Send an email to the NHSN Help Desk at nhsn@cdc.gov requesting them to close the facility and inactivate users who have access to NHSN.