

## Reporting Foreign Visitors in CROWNWeb

Any facility that treats a patient who is from outside the U.S. MUST:

- Report the patient in CROWNWeb as “New ESRD Patient”
- Complete a 2728 form with both physician and patient signature
- Discharge the patient using discharge reason “Other” when the patient returns back to their home country

If you are unable to obtain a patient signature, complete the 2728 form as much as possible and “Save” it in CROWNWeb. Email the Data Department at [Data@nw16.esrd.net](mailto:Data@nw16.esrd.net) with the patient’s **UPI number, facility CCN, and reason why the signature was not obtained**. The Data Department will note this information in their tracking database.

Only email the information above. **Do NOT include any PHI/PII such as patient’s name, DOB or SSN. These are security incidents and will be reported to CMS.**