EQRS Patient Roster Report for the 2744

- This Report will list all patient at your facility on the Date you select – should be the last day of the 2744 survey year, 12/31.
- This Report will help you identify any incorrect information, including:
  - Missing or incorrect demographics: DOB, Gender, Ethnicity, Race, MBI, Address, Cause of Renal Failure.
  - Incomplete: Primary Type of Treatment, Primary Dialysis Setting, Sessions per Week, Time per Session.
  - Discrepancies between your corporate system end of year patient population count and what is in EQRS (2744 Fields 14-26).
- All corrections are to be made in EQRS directly in the Patient and Admissions/Treatments pages.
- This report may contain patients with the same UPI listed more than once. Investigate the Patient and Admissions/Treatments pages to make sure incorrect data is not what is causing the duplicate UPI on the report.
- After making corrections, hit Generate on the 2744 so the totals are updated/refreshed.

To Run the Patient Roster Report:

You must use the Chrome browser for the reports to function.
1. In EQRS, click the Reports tab and select Patient Roster Report.
2. Enter the criteria for the report (see example below).
3. After clicking Generate Report go to the My Reports tab on the top left. You may have to leave and go back to My Reports to refresh the page.

TIP: If you receive an error, try running the report between 5pm-5am.