

## Updating Misc Info through View Patient Attributes History

Use <b>Patient Attribute HISTORY</b> link to make updates:	
<ol style="list-style-type: none"> <li>1. Research correct status and effective date(s)</li> <li>2. Search for Patient in CROWNWeb</li> <li>3. Click on the <b>CROWN UPI</b> to navigate to <b>Patient Attributes</b> page</li> <li>4. Click <b>View Patient Attribute History</b> link</li> <li>5. Click <b>Edit Patient Attribute History</b> link</li> <li>6. Make desired update(s)</li> <li>7. Click <b>Submit</b></li> <li>8. Research correct status and effective date(s)</li> </ol>	
Fields that can be corrected through <b>Patient Attributes History</b> Page	<b>Medicare Enrollment</b> Status & Effective Date*
	<b>Employment</b> Status & Effective Date*
	<b>School</b> Status & Effective Date*
	<b>Vocational Rehabilitation</b> Status & Effective Date*
	<b>Citizenship</b> Status and Effective Date*
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<p><b>*The Effective Date should be the <u>original date</u> of the attribute status.</b>          (This is not necessarily today's date, which CROWNWeb defaults to)</p>	



The Patient Attribute History is a TIMELINE of the status. Do not delete statuses that have changed, but were accurate for the effective date listed. Remove incorrect and duplicate statuses and add statuses as needed.

These are the selections available in CROWNWeb:

<p><b><u>CROWNWeb Vocational Rehabilitation Options:</u></b></p> <ul style="list-style-type: none"> <li>• Referred to VR</li> <li>• Currently in VR</li> <li>• Completed VR</li> <li>• Not Eligible for VR</li> <li>• Declines VR</li> </ul>
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<p><b><u>CROWNWeb Current School Status Options:</u></b></p> <ul style="list-style-type: none"> <li>• School Full Time</li> <li>• School Part Time</li> <li>• Not In School</li> </ul>
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<p><b><u>CROWNWeb Employment Status Options</u></b></p> <ul style="list-style-type: none"> <li>• Unemployed</li> <li>• Employed Full Time</li> <li>• Employed Part Time</li> <li>• Homemaker</li> <li>• Retired Due to Age/Preference</li> <li>• Retired (Disability)</li> <li>• Medical Leave of Absence</li> <li>• Student</li> </ul>
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## Patient Attributes History Cleanup

Change Needed	Action Required									
<b>Update Status(es)</b>	<p>Do one or any of the following:</p> <ul style="list-style-type: none"> <li>• Delete any incorrect statuses or duplicate statuses</li> <li>• Add any missing statuses</li> <li>• Change drop down status type and effective date</li> <li>• Scroll to the bottom of the page and click "Submit"</li> </ul>									
<b>Add Status(es)</b>	<ul style="list-style-type: none"> <li>• Click "Edit Patient Attribute History" Button</li> <li>• Click the "Add <span style="background-color: yellow;">xxxx</span> Status" Button</li> </ul> <p style="text-align: center;"><span style="background-color: #4b8cbe; color: white; padding: 2px 5px;">Add Employment Status</span></p> <p>Ex.</p> <ul style="list-style-type: none"> <li>• Select correct status from the drop-down menu and add correct effective date</li> <li>• Repeat if more statuses needed</li> <li>• Scroll to the bottom of the page and click "Submit"</li> </ul> <p style="text-align: center;"> <span style="border: 2px solid purple; padding: 2px 5px;">Submit</span> <span style="padding: 2px 5px;">Cancel</span> <span style="padding: 2px 5px;">Reset</span> </p>									
<b>Delete Status(es)</b>	<p>Delete any incorrect statuses.</p> <ul style="list-style-type: none"> <li>• Click "Edit Patient Attribute History" Button</li> <li>• Put check mark in delete box for status row you wish to delete</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #add8e6;"> <th>Status</th> <th>Effective Date</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td><span style="background-color: #d3d3d3;">No Medicare Coverage</span></td> <td>12/14/2016 </td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td><span style="background-color: #d3d3d3;">Currently enrolled in Medicare Cover</span></td> <td>04/01/2016 </td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Scroll to the bottom of the page and click "Submit"</li> </ul>	Status	Effective Date	Delete	<span style="background-color: #d3d3d3;">No Medicare Coverage</span>	12/14/2016	<input checked="" type="checkbox"/>	<span style="background-color: #d3d3d3;">Currently enrolled in Medicare Cover</span>	04/01/2016	<input type="checkbox"/>
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<b>Correct duplicate statuses:</b>	<p>Delete any duplicate statuses</p> <ul style="list-style-type: none"> <li>• Follow <i>Delete Status</i> instructions</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td><span style="background-color: #d3d3d3;">No Medicare Coverage</span></td> <td>12/14/2016 </td> </tr> <tr> <td><span style="background-color: #d3d3d3;">No Medicare Coverage</span></td> <td>12/14/2016 </td> </tr> <tr> <td><span style="background-color: #d3d3d3;">No Medicare Coverage</span></td> <td>04/01/2016 </td> </tr> </tbody> </table>	<span style="background-color: #d3d3d3;">No Medicare Coverage</span>	12/14/2016	<span style="background-color: #d3d3d3;">No Medicare Coverage</span>	12/14/2016	<span style="background-color: #d3d3d3;">No Medicare Coverage</span>	04/01/2016			
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<b>Correct Status Date(s)</b>	<p>Edit any incorrect dates</p> <ul style="list-style-type: none"> <li>• Click "Edit Patient Attribute History"</li> <li>• Change date</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #add8e6;"> <th>Status</th> <th>Effective Date</th> </tr> </thead> <tbody> <tr> <td><span style="background-color: #d3d3d3;">Employed Part Time</span></td> <td style="text-align: center;"><span style="border: 2px solid red; padding: 2px;">05/25/2016</span></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Add correct, current status if needed</li> <li>• Scroll to the bottom of the page and click "Submit"</li> </ul>	Status	Effective Date	<span style="background-color: #d3d3d3;">Employed Part Time</span>	<span style="border: 2px solid red; padding: 2px;">05/25/2016</span>					
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<b>Are you a batch submitting organization?</b>	<p>Make sure the status is correct in your corporate system</p>									