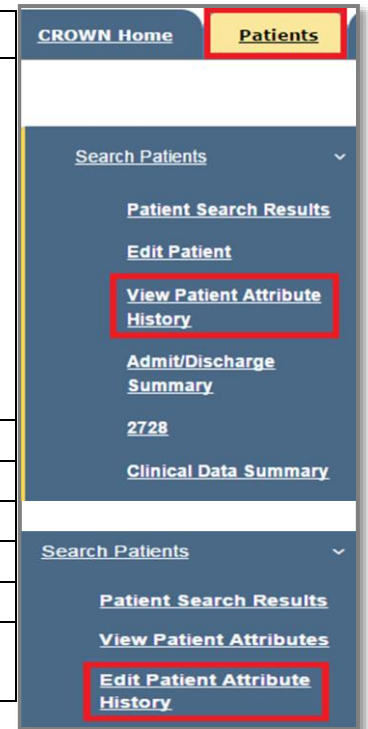


Updating Misc Info through View Patient Attributes History

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



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:

CROWNWeb Vocational Rehabilitation Options:

- Referred to VR
- Currently in VR
- Completed VR
- Not Eligible for VR
- Declines VR

CROWNWeb Current School Status Options:

- School Full Time
- School Part Time
- Not In School

CROWNWeb Employment Status Options

- Unemployed
- Employed Full Time
- Employed Part Time
- Homemaker
- Retired Due to Age/Preference
- Retired (Disability)
- Medical Leave of Absence
- Student

Patient Attributes History Cleanup

Change Needed	Action Required									
Update Status(es)	<p>Do one or any of the following:</p> <ul style="list-style-type: none"> • Delete any incorrect statuses or duplicate statuses • Add any missing statuses • Change drop down status type and effective date • Scroll to the bottom of the page and click "Submit" 									
Add Status(es)	<ul style="list-style-type: none"> • Click "Edit Patient Attribute History" Button • Click the "Add xxxx Status" Button <p style="text-align: center;">Add Employment Status</p> <p>Ex.</p> <ul style="list-style-type: none"> • Select correct status from the drop-down menu and add correct effective date • Repeat if more statuses needed • Scroll to the bottom of the page and click "Submit" <p style="text-align: center;"> Submit Cancel Reset </p>									
Delete Status(es)	<p>Delete any incorrect statuses.</p> <ul style="list-style-type: none"> • Click "Edit Patient Attribute History" Button • Put check mark in delete box for status row you wish to delete <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9e1f2;"> <th style="text-align: left;">Status</th> <th style="text-align: left;">Effective Date</th> <th style="text-align: left;">Delete</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid #ccc;">No Medicare Coverage</td> <td style="border: 1px solid #ccc;">12/14/2016 <small>calendar icon</small></td> <td style="border: 1px solid #ccc; text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="border: 1px solid #ccc;">Currently enrolled in Medicare Cover</td> <td style="border: 1px solid #ccc;">04/01/2016 <small>calendar icon</small></td> <td style="border: 1px solid #ccc; text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Scroll to the bottom of the page and click "Submit" 	Status	Effective Date	Delete	No Medicare Coverage	12/14/2016 <small>calendar icon</small>	<input checked="" type="checkbox"/>	Currently enrolled in Medicare Cover	04/01/2016 <small>calendar icon</small>	<input type="checkbox"/>
Status	Effective Date	Delete								
No Medicare Coverage	12/14/2016 <small>calendar icon</small>	<input checked="" type="checkbox"/>								
Currently enrolled in Medicare Cover	04/01/2016 <small>calendar icon</small>	<input type="checkbox"/>								
Correct duplicate statuses:	<p>Delete any duplicate statuses</p> <ul style="list-style-type: none"> • Follow <i>Delete Status</i> instructions <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="border: 1px solid #ccc;">No Medicare Coverage</td> <td style="border: 1px solid #ccc;">12/14/2016 <small>calendar icon</small></td> </tr> <tr> <td style="border: 1px solid #ccc;">No Medicare Coverage</td> <td style="border: 1px solid #ccc;">12/14/2016 <small>calendar icon</small></td> </tr> <tr> <td style="border: 1px solid #ccc;">No Medicare Coverage</td> <td style="border: 1px solid #ccc;">04/01/2016 <small>calendar icon</small></td> </tr> </tbody> </table>	No Medicare Coverage	12/14/2016 <small>calendar icon</small>	No Medicare Coverage	12/14/2016 <small>calendar icon</small>	No Medicare Coverage	04/01/2016 <small>calendar icon</small>			
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Correct Status Date(s)	<p>Edit any incorrect dates</p> <ul style="list-style-type: none"> • Click "Edit Patient Attribute History" • Change date <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9e1f2;"> <th style="text-align: left;">Status</th> <th style="text-align: left;">Effective Date</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid #ccc;">Employed Part Time</td> <td style="border: 1px solid #ccc;">05/25/2016</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Add correct, current status if needed • Scroll to the bottom of the page and click "Submit" 	Status	Effective Date	Employed Part Time	05/25/2016					
Status	Effective Date									
Employed Part Time	05/25/2016									
Are you a batch submitting organization?	<p>Make sure the status is correct in your corporate system</p>									