

Documenting Voc-Rehab Status in CROWNWeb

To assist you with the data accuracy, we designed a Tip Sheet on how to make changes in CROWNWeb for Vocational Rehabilitation status. Please contact us with any questions at (651) 644-9877.

Step 1

CROWNWeb Entry

Log in to CROWNWeb and click on the “Patients” tab. Enter the patient’s information and click the “Search” button.



Step 2

CROWNWeb Entry

Click on the patient’s CROWN UPI number to bring up the **Patient Attributes** page. Scroll down to the **Misc Info** section to view the patient’s vocational rehabilitation status.



The screenshot shows the 'Misc Info' section of the Patient Attributes page. It contains a table with the following data:

	Current Status
Citizenship	US Citizen
Medicare Enrollment	No Medicare Coverage
Employment	Medical Leave of Absence
School	
Vocational Rehabilitation	

The 'Vocational Rehabilitation' row is circled in red.

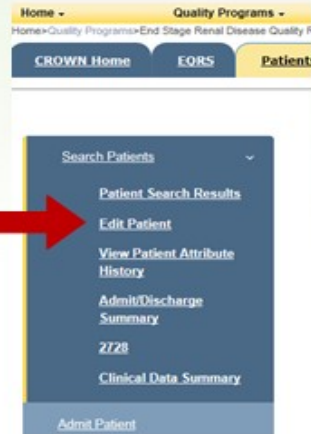


Step 3

CROWNWeb Entry

If the patient's VR status needs to be updated, click on the "Edit Patient" link in the navigational panel.

Scroll down to the **Misc Info** section again.



Step 4

CROWNWeb Entry

From the drop-down menu, select the appropriate response:

- ✓ Referred to VR
- ✓ Currently in VR
- ✓ Completed VR
- ✓ Not eligible for VR
- ✓ Declines VR

Misc Info 2	
	Current Status
Citizenship	US Citizen
Medicare Enrollment	Currently enrolled in Medicare Cove
Employment	Retired (Disability)
School	Not In School
Vocational Rehabilitation	Declines VR

