

# Vocational Rehabilitation CROWNWeb Documentation Tutorial

Use this simple walk-through to validate that your patient has been screened for interest in Vocational Rehabilitation services and that eligible patients who are referred for services are documented accordingly. Remember: All patients (100%) need to have their Vocational Rehabilitation status charted appropriately in CROWNWeb. Each patient will have to be charted individually.

Eligible patients include those who are:

- Between the ages of 18-54
- Blind or have a disability AND receive Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI) benefits
- Interested in receiving vocational rehabilitation services
- Not currently employed, in school or receiving specialized training

## 1. Search Patient by CROWN UPI

Search Patients

Admit Patient

Gap Patients

PART

Action List

Version Number : CROWNWeb 5.1.5 v1.14

Search for Patients

Patient Criteria

% Patient's Last Name  % Patient's First Name

Medicare Beneficiary Identifier  % SSN

% HICNUM

**1 CROWN UPI**

Gender

1 SIMS UPI

Date of Birth: (select range or specific date)

Date of Death: (select range or specific date)

Patients Included in Search

Facility Criteria

2 Facility CCN  2 Facility NPI

Facility DBA Name

Search Reset Display Results Per Page 10

## 2. Edit Patient

The View Patient Attributes page will pop up once you search the patient by CROWN UPI. Click Edit Patient on the View Patient Attributes page.

Search Patients

**Edit Patient**

View Patient Attribute History

Admit/Discharge Summary

2728

Clinical Data Summary

Admit Patient

Gap Patients

View Patient Attributes

Key Patient Info - Submit Date:

Patient's First Name:

MI:

Patient's Last Name:

Suffix:

Ethnicity:

Date of Birth:

Gender:

Medicare Beneficiary Identifier:

SSN:

Medicare Claim Number:

Patient's Self Reporting of Race and Ethnicity:

Race (check all that apply)

White  Asian  Black or African Ame

Native Hawaiian or Other Pacific Islander  American Indian/Alaska Native

### 3. Select Employment Status

Scroll to the bottom of the page and select the appropriate choice under the Employment Status drop down.

**Misc Info <sup>2</sup>**

	Current Status	Effective Date
Citizenship	Unemployed	08/21/2012
* Medicare Enrollment	Employed Full Time	01/31/2011
Employment	Employed Part Time	08/21/2012
School	Homemaker	08/21/2012
Vocational Rehabilitation	Retired Due to Age/Preference	08/21/2012
	Retired (Disability)	
	Medical Leave of Absence	
	Student	
	Not in School	
	Declines VR	08/21/2012

**Medical Info**

\* Effective Date

**Primary Cause of Death**

Date of Death

Death Code  [Lookup Death Codes](#)

Death Description

2728 / ESRD Medical Evidence Form

### 4. Select School Status

Scroll to the bottom of the page and select the appropriate choice under the School drop down.

**Misc Info <sup>2</sup>**

	Current Status	Effective Date
Citizenship	US Citizen	08/21/2012
* Medicare Enrollment	No Medicare Coverage	01/31/2011
Employment	Unemployed	08/21/2012
School	School Full Time	08/21/2012
	School Part Time	
	Not In School	
Vocational Rehabilitation	Declines VR	08/21/2012

**Medical Info**

\* Effective Date

**Primary Cause of Death**

Date of Death

Death Code  [Lookup Death Codes](#)

Death Description

2728 / ESRD Medical Evidence Form

## 5. Submit

Scroll to the bottom of the page and select the appropriate choice under the Vocational Rehabilitation drop down. Then click Submit.

Employment	Unemployed	01/02/2019
School		
Vocational Rehabilitation	<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>	

**Medical Info**

\* Effective Date

**Primary Cause of Death**

Date of Death

Death Code  [Lookup Death Codes](#)

Death Description

**2728 / ESRD Medical Evidence Form**

Date Regular Chronic Dialysis Began  Primary Cause of Renal Failure

## Contact Us

For questions or assistance, please contact the Heartland Kidney Network Quality Improvement Team:

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