Editing Patient Attributes

Each patient in CROWNWeb has an attributes page that houses his or her demographic data, which includes name, date of birth, gender, Social Security Number, Medicare Claim Number, and physical and mailing addresses. The attributes page also contains patient statuses that are pulled into your CMS-2744 Annual Facility Survey, which collects this data for CMS analysis and synthesis. These statuses are **Citizenship**, **Medicare Enrollment**, **Employment**, **School**, and **Vocational Rehabilitation** and are found in the *Misc Info* box at the bottom of the page. By clicking the "Edit Patient" tab in the gray sub-menu, you have the ability to update any or all of this information, as long as the patient is still in your scope.

To ensure that CROWNWeb is as accurate as possible, complete the following steps to update each patient's attributes page.

Editing the Patient Attributes Page
1) Click on the **Patients** tab.
2) Click on the **PART** tab in the blue sub-menu.
3) Click on a patient's name in the **Patient Name** column.
4) Click on the **Edit Patient** tab in the gray sub-menu on the patient's attributes page.
5) Scroll down to the bottom of the screen and select the patient's **Current Citizenship Status** from the drop-down menu.

6) Enter the **Effective Date** of the patient's current citizenship status (this date should be the actual date the citizenship status went into effect; if the status has been the same since the patient was admitted to your facility, you may put the patient's admit date).
7) Select the patient's **Current Employment Status** from the drop-down menu.

8) Enter the **Effective Date** of the patient's current employment status (this date should be the actual date the employment status went into effect; if the status has been the same since the patient was admitted to your facility, you may put the patient's admit date).

9) Select the patient's **Current School Status.**

10) Enter the **Effective Date** of the patient's current school status (this date should be the actual date the school status went into effect; if the status has been the same since the patient was admitted to your facility, you may put the patient's admit date).

11) Select the patient's **Current Vocational Rehabilitation Status**.

12) Enter the **Effective Date** of the patient's current Voc Rehab status (this date should be the actual date the Voc Rehab status went into effect; if the status has been the same since the patient was admitted to your facility, you may put the patient's admit date).

13) Make sure the patient's Medicare Enrollment Status is correct; if not, select the patient's **Current Medicare Enrollment Status**.

14) **Medicare Enrollment Status is mandatory for the CMS-2744**. Make sure that the **Effective Date** accurately reflects when these changes took effect (the date **Medicare Part B** was entitled); if the patient is only entitled to **Medicare Part A**, put that entitlement date; if the patient is not currently enrolled in Medicare, put the patient's admit date to your facility as the **Effective Date**. *Please also note that patients with Medicare Advantage plans are entitled to traditional Medicare, which should be reflected in CROWNWeb.*

15) Click **Submit** at the bottom of the screen.

16) Click the **PART Verification** hyperlink in the breadcrumb trail located beneath the gray sub-menu.

17) Repeat these steps for all of your permanent patients; Voc Rehab and School statuses are only required for your permanent patients aged 18-54.

Note: If inaccurate effective dates have already been entered in these fields on the patient's attributes page, navigate to the patient's Attributes History page by clicking the "View Patient Attribute History" tab in the gray sub-menu and make your corrections to the effective dates by clicking "Edit Patient Attribute History" in the gray sub-menu. Make your changes to the dates and click **Submit**.

These tasks should be done by all Network 14 facilities, whether they are part of a Batch Submitting Organization (BSO) or not. BSOs are: DaVita, FMC, DCI, and NRAA. Batch does not electronically enter any of the patient statuses that are required for the CMS-2744. The facility is responsible for making sure this data is entered timely and accurately into CROWNWeb.

If you have any questions about editing the attributes page, you can contact the ESRD Network 14 Information Management Department at 972-503-3215 or crownweb@nw14.esrd.net.