Tips for a Smooth Survey Period

To ensure that patient data is accurate in **CROWNWeb** and to help prevent errors when the CMS-2744 Form is generated, we recommend the following:

VOCATIONAL REHABILITATION INFO
For each patient between the ages 18 – 54, complete all three "Misc Info" categories on the CROWNWeb *Patient Attributes* screen.
- **Employment** status – use a date prior to 12/31/2017.
- **School** status – use a date prior to 12/31/2017.
- **Vocational Rehabilitation** status – use a date prior to 12/31/2017.

ACTION LIST
Clear up your facility Action List items in CROWNWeb. These "Notifications" indicate a discrepancy between CMS's other systems and CROWNWeb data.

- If a patient on the list is no longer at your facility, click **Escalate** at the bottom of the screen to forward the Notification to the Network.

- If you have questions or need instructions about how to resolve Action List Items, call the Network office at 651-644-2911.

PART
Make sure your clinic's list of patients matches the PART list of patients in CROWNWeb. Verify all patients via PART every 30 days.

- If the patient is listed correctly in CROWNWeb, place a check-mark next to the patient's name on the PART screen and click **Verify** at the bottom.

- If a patient is listed incorrectly, discharge the patient in CROWNWeb. You may need to Verify the patient one final time to have them disappear from the PART list.

- If one of your patients is missing from the PART list, call the Network office (651-644-2911) to determine the reason.

- If you have questions or need instructions about how to verify patients via PART, call the Network office at 651-644-2911.

2728 and 2746 FORMS
Complete and **Submit** any outstanding forms for 2017 events in CROWNWeb.