## Updating EQRS Patient Miscellaneous Information

- A patient’s **Status** (in the following EQRS fields) can change through the year and their life:
  - Medicare Enrollment | Citizenship | Employment | School | Vocational Rehabilitation
- Each **Status** has drop-down options to choose from.
- It is important to maintain a complete and accurate patient history in EQRS.
- It is OK to have multiple statuses under each section, as long as they are correct and show the right date.
- You can **Edit** or **Delete** information that is incorrect, *but do not overwrite/remove data that is correct and part of a patient’s history*.
- **Effective Start Date** is the true date of when the status change happened. *It is probably NOT today’s date.*

### EQRS Miscellaneous Status Options

<table>
<thead>
<tr>
<th>Medicare Enrollment</th>
<th>Citizenship</th>
<th>Employment</th>
<th>School</th>
<th>Vocational Rehabilitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Citizen</td>
<td>US Resident</td>
<td>Unemployed</td>
<td>School Full Time</td>
<td>Referred to VR</td>
</tr>
<tr>
<td>Non US Citizen</td>
<td>US Resident</td>
<td>Employed Full Time</td>
<td>School Part Time</td>
<td>Currently in VR</td>
</tr>
<tr>
<td>Foreign National/US Resident</td>
<td></td>
<td>Employed Part Time</td>
<td></td>
<td>Completed VR</td>
</tr>
<tr>
<td>US Citizen</td>
<td></td>
<td>Homemaker</td>
<td>Not in School</td>
<td>Not Eligible for VR</td>
</tr>
<tr>
<td>Medicare Application Pending</td>
<td></td>
<td>Retired Due to Age/Preference</td>
<td></td>
<td>Declines VR</td>
</tr>
<tr>
<td>No Medicare Coverage</td>
<td></td>
<td>Retired (Disability)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Medical Leave of Absence</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Patient History Cleanup Instructions

**To update** Medicare Enrollment | Citizenship | Employment | School | Vocational Rehabilitation Statuses

**Action Needed**

**MANAGE PATIENT**

**Patient History**

**To Update Patient Miscellaneous Information:**
1. Search for the patient
2. Click **Patient History**
3. Click **Expand All** to view all information available for the patient
4. Review the information and Add, Delete, or Edit Status(es) to ensure EQRS correctly reflects the changes
5. Complete any or all the actions below needed for an accurate patient history

**Add Status**

**To Add a New Status for the Patient:**
1. Click next to the section you want to add a status to
2. Select the correct status from the drop-down
3. Add the Effective Start Date
4. Click **Submit**

**Delete Status**

**To Delete a Status for the Patient:**
1. Click on the link for the status you want to update
2. Select **Delete**
3. Answer **Yes, continue** to delete the record

**Edit Status**

**To Edit an Existing Status or Status Date That is Incorrect:**
1. Click on the link for the status you want to update
2. Select **Edit**
3. Update Status and/or Date
4. Click **Submit**