

HOW TO COMPLETE AN ELECTRONIC REQUEST FOR MEDICAL SERVICES

You must follow these steps to complete an electronic request for medical services:

a. Accessing the Medical Services Request Screen

1. Sign in to CAPRI.
2. Select the appropriate RO, if prompted.
3. Select the appropriate VHA facility. Enter the Patient Identification (ID), which is the individual's Social Security Number without dashes.
4. Click OK to go to the CAPRI main page.
5. Click the "VocRehab" tab at the far right of the top menu tabs to access the "Medical Services Request" screen.
6. Click "Add New Request" to access the request form.

b. Completing the Medical Services Request in CAPRI

There are four required fields on the Medical Services Request Screen:

1. Date of Rehabilitation – this field must match the date of anticipated rehabilitation on the individual's rehabilitation plan.
2. Medical Services Requested – use the drop-down box to choose the appropriate service. If the appropriate service is not listed, choose "Other."
3. Reason for Referral – this field is limited to 200 characters. Use the comments and notes section if more space is required and/or to add specific questions, comments, or notes regarding the reason for the referral.
4. Rehabilitation Objective – this field must match the information on the rehabilitation plan.