

1/24/2023

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## **Important Provider Reminders – PathTracker Process Reminders | Faxing Documentation Best Practices**

### **PROCESS REMINDER: Regularly Updating PathTracker**

Please keep in mind that the more up-to-date PathTracker is, the more accurate our short-term expiration notifications will be. PathTracker must be regularly updated any time new information becomes available.

Every time a person admits to your facility, any time they discharge or transfer to a new location, every time someone re-admits, or in the event an individual passes away, always reflect the information in PathTracker.

[Click here to review our PathTracker Training](#) on the North Dakota PASRR Tools & Resources site. Don't hesitate to reach out to the Help Desk if you have questions about this process.

### **BEST PRACTICE: Faxing Required Documentation**

As of December 2022, the State of North Dakota requires a History and Physical and ADL Flowsheets to submit a Level of Care with a Nursing Facility Service Type. If you do not have the required documentation ready for upload and choose to fax it instead, please ensure that you are printing out the specific coversheet that is being generated for the individual in AssessmentPro by clicking the fax icon.

When you fax the documentation to AssessmentPro using this coversheet as the first page, it will upload the information to the person's profile automatically. This helps with assessment turnaround times. [Please refer to this training document](#) for detailed instructions on this important process.

### **SUPPORT: Contact the ND PASRR Help Desk**

Do you have questions about program processes or a current referral? Contact your North Dakota PASRR Help Desk for more information:

Phone: **833.997.2777**

Email: [Ascend-NDPASRR@maximus.com](mailto:Ascend-NDPASRR@maximus.com)

