

Maximus provides this user guide as an overview of system operations. Maximus will always support the current and most recent versions of Google Chrome and Microsoft Edge. Maximus recommends Adobe Reader 10 or later.

Ensure that your firewall does not block our URL.

To maintain proprietary content protection, this user guide does not capture all system fields.
All information appearing in this guide does not represent true and actual individuals.

Obtaining Access—AssessmentPro Access Coordinator

Step 1:

Go to:
<https://maximusclinicalservices.com/svcs/iowa>. Consider bookmarking this page for easy access.

Step 2:

Click **AssessmentPro System – Log In**. This will bring you to the AssessmentPro Home Page.

Step 3:

Click **Sign up now**.

Step 4:

Enter your work email address. This cannot be a shared account.

Step 5:

Click **Send verification code**. This will generate an email to the address you entered.

Step 6:

Open your email to look for a message from *Microsoft on behalf of Maximus Clinical Services*.
 Copy the code from the email.

The screenshot shows the AssessmentPro login and verification process. It includes the following elements:

- Callout 1:** The browser address bar showing the URL `maximusclinicalservices.com/svcs/iowa`.
- Callout 2:** The "AssessmentPro System - Log In" link on the "Provider Tools and Resources" page.
- Callout 3:** The "Sign up now" link on the "Sign in" page.
- Callout 4:** The "Email address" input field on the "New user" registration page.
- Callout 5:** The "Send verification code" button on the "New user" registration page.
- Callout 6:** The verification code "957557" in an email from "Microsoft on behalf of Maximus Clinical Services".

Step 7:

Enter the verification code from the email you received.

Step 8:

Click **Verify code** to proceed.

Step 9:

Complete the form with your contact information for use during business hours.

Step 10:

Click the option **Request AssessmentPro Access Coordinator access**. This will appear after selecting your state.

Step 11:

Click **Continue**. This will generate your account and send you an email at the account you identified. Your Access Coordinator Agreement will be available in that email.

Step 12:

Open the **Access Coordinator agreement** in your email.

Click the link to download the **Access Coordinator Agreement**. This will bring you to AssessmentPro.

Step 13:

Log into AssessmentPro using the credential you created.

Step 14:

Click the Download AssessmentPro Access Coordinator Agreement link to download the agreement.

Complete the agreement and upload to your computer.

Step 15:

Upload the signed and completed agreement file to AssessmentPro.

New user

A verification code has been sent to your email address. Please enter it below.

stephanienf@hospital.com

957557

8

7

Verify code

Send new code

First name

Last name

Stephanie

NF

Email address

stephanienf@hospital.com

Phone - Business

Phone - Direct

(555) 334-5444 Ext. _____

Phone - Mobile

Phone - Fax

State

Iowa

Facility

Select facility...

Request AssessmentPro Access Coordinator access

Credentials

Custom credential

Select credentials...

Custom credential...

Continue

Sign out

11

AssessmentPro Administrator Request Received

donotreply@assessmentpro.com

to: apn@at

ORIGINALLY TO: xmaria@testaprove.com

7:49 AM (6 hours ago)

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12

Your request for administrator access to Abington Village Nursing And Rehabilitation Center LLC in AssessmentPro has been received. Click [here](#) to download/upload the agreement. You will have 30 days to complete this agreement before your request will expire.

If you did not request this access or believe this was in error, please contact (555) 555-5555 for further guidance.

Thank you,

AssessmentPro Support

Please do not reply to this message as it was sent from an unmonitored email address. CONFIDENTIALITY NOTICE: This e-mail, including attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information or otherwise be protected by law. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender and destroy all copies and the original message.

ASSESSMENTPRO

You require further documentation to continue.

Download and complete the document below, then return to this page to upload.

15

Select file for upload

Download AssessmentPro Access Coordinator Agreement

14

Sign out

Complete the agreement by obtaining the appropriate signatures. You will need to sign the top portion and an executive contact will sign the bottom portion. For Executive Contact, consider a department head, your supervisor, or other person of authority within your facility.

Maximus will review your Access Coordinator Agreement and verify the information provided. Wait for approval from Maximus or contact your facility's existing Access Coordinator(s) for approval.

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