maximus

USER REGISTRATION TRAINING

✓	TRAINING TOPIC	VIDEO LINK: *Click to view*	USER GUIDE: *Click to open*	AUDIENCE
☐	1. Establishing Access as an AssessmentPro System User	**Video - 1:58**	**PDF**	Nursing Facility (NF)/Hospital Users
☐	2. Becoming an AssessmentPro Administrator (AP Admin)	**Video – 2:09**	**PDF**	NF/Hospital AP Admins
☐	3. Approving Access as an AP Admin for System Users	**Video – 1:17**	**PDF**	NF/Hospital AP Admins
☐	4. Maintaining an Accurate System User List for AP Admins	**Video – 1:00**	**PDF**	NF/Hospital Users
☐	5. Change System User Email Address for AP Admins	**Video – 1:00**	**PDF**	NF/Hospital Users
☐	6. Change System User Email Address for System Users	**Video – 1:32**	**PDF**	NF/Hospital Users
☐	7. Adding Additional Users to System	-	**PDF**	NF/Hospital Admins
☐	8. Changing/Adding System User Roles to Existing System Users	-	**PDF**	NF/Hospital Admins

GENERAL SYSTEM TRAINING

✓	TRAINING TOPIC	VIDEO LINK: *Click to view*	USER GUIDE: *Click to open*	AUDIENCE
☐	1. Accessing your Account	**Video – 0:42**	**PDF**	All Users
☐	2. Logging into AssessmentPro & Password Reset/Changing Password	**Video – 0:53**	**PDF**	All Users
☐	3. Adding Additional User Facilities in AssessmentPro	**Video – 1:29**	**PDF**	All Users
☐	4. Changing User Facilities	**Video – 0:50**	**PDF**	All Users
☐	5. Communicating with Maximus Clinical Reviewers in AssessmentPro	**Video - 1:41**	**PDF**	All Users
☐	6. Document Submission	**Video – 2:43**	**PDF**	All Users
☐	7. Searching for an Individual	**Video – 0:49**	**PDF**	All Users
☐	8. Upload a Document After Submitting Level I	-	**PDF**	All Users
☐	9. Viewing your Facility Screens	**Video – 1:05**	**PDF**	All Users
☐	10. Changing Demographics after Completion	**Video – 1:05**	**PDF**	All Users
☐	11. Updating Individual Demographics	**Video – 1:27**	**PDF**	All Users

SCREENING ACTIVITY TRAINING

✓	TRAINING TOPIC	VIDEO LINK: *Click to view*	USER GUIDE: *Click to open*	AUDIENCE
☐	1. Accessing Outcomes	**Video – 0:36**	**PDF**	All Users
☐	2. Accessing Screens in Clinical Review	**Video – 0:41**	**PDF**	All Users
☐	3. Completing a Level I Screen in AssessmentPro	**Video – 19:46**	**PDF**	All Users
☐	4. Opening Draft or Incomplete Screens in AssessmentPro	**Video – 0:37**	**PDF**	All Users
☐	5. Printing Outcome Letters	**Video – 1:23**	**PDF**	All Users
☐	6. Accessing Records for Individuals Residing in your Facility	**Video – 1:31**	**PDF**	All Users

PATHTRACKER ACTIVITY TRAINING

✓	TRAINING TOPIC	VIDEO LINK: *Click to view*	USER GUIDE: *Click to open*	AUDIENCE
☐	1. Discharging an Individual in PathTracker	**Video – 1:05**	**PDF**	NFs
☐	2. Admitting an Individual in PathTracker	**Video – 3:53**	**PDF**	NFs
☐	3. Editing an Admission Notice in PathTracker	**Video – 0:59**	**PDF**	NFs
☐	4. Creating the Nursing Facility Census	**Video – 3:41**	**PDF**	NFs
☐	5. Running a Census Report	**Video – 0:47**	**PDF**	NFs