

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.

Updating Your System User Roles

This is a multi-step process requiring the role of facility AssessmentPro Administrator.

From the AssessmentPro Home Page

System User Tasks

STEP 1:

Select dropdown next to your name in the top right **header**.

MAXIMUS



Accura Health Care of Cherokee



Provider Person



Search site...



STEP 2:

Select **profile** in the dropdown.



Provider Person

Search site...

Profile

Notifications

Resources

Log out

STEP 3:

Click the edit  icon.

Facilities

Add a Facility+

Facility: Abbott Northwestern Hospital

Contracts: Iowa

Contact Info: Iaprovider@email.com

Facility Roles: AssessmentPro Administrator

Documentation: AssessmentPro Facility Administrator Agreement

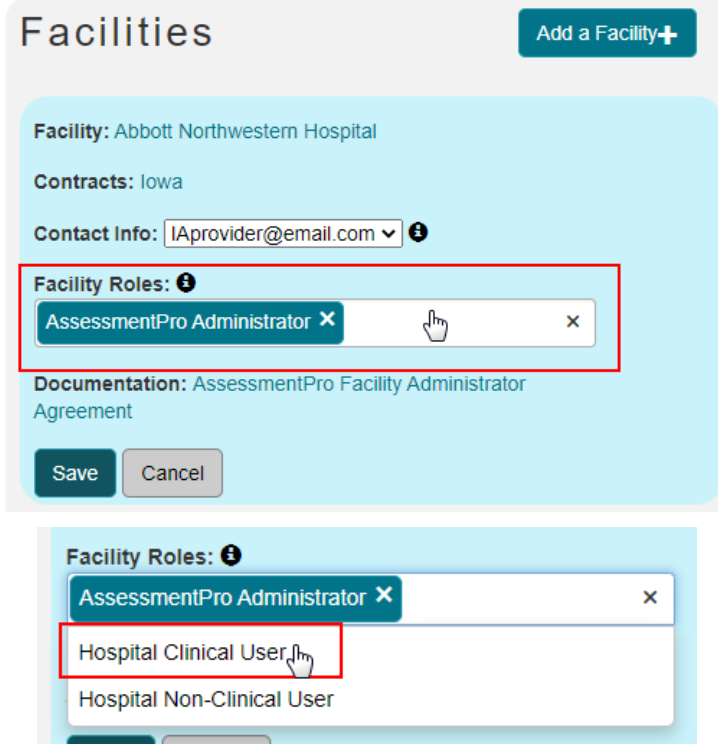


STEP 3:

Click the **Facility Roles** box to display other facility role options.

STEP 4:

Select the desired role to add to users' profile.



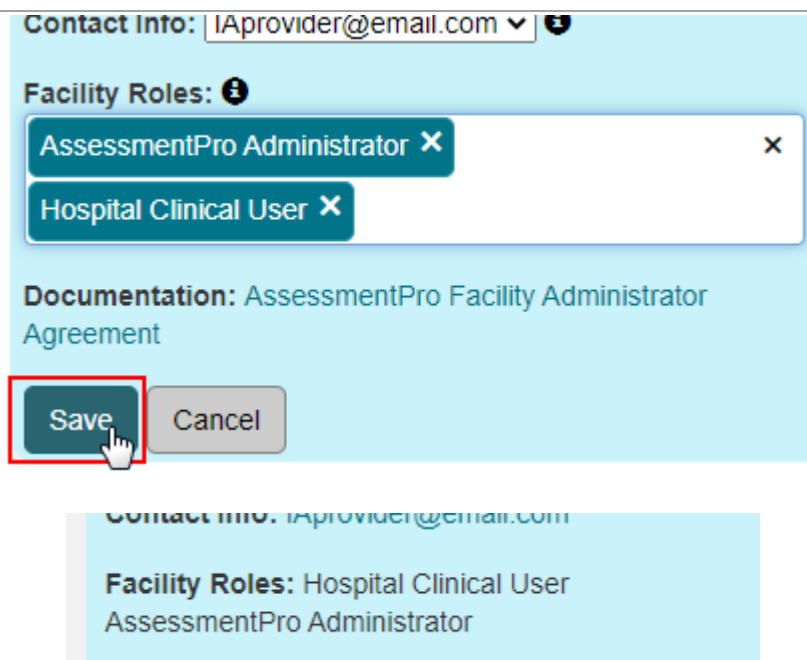
The screenshot shows the 'Facilities' form with the following details:

- Facility:** Abbott Northwestern Hospital
- Contracts:** Iowa
- Contact Info:** Iaprovider@email.com
- Facility Roles:** A dropdown menu is open, showing 'AssessmentPro Administrator' as the selected role. Other options visible are 'Hospital Clinical User' and 'Hospital Non-Clinical User'.
- Documentation:** AssessmentPro Facility Administrator Agreement
- Buttons:** Save, Cancel

STEP 5:

Click Save when complete.

**PAGE WILL REFRESH WITH
USER ROLE ADDED.**



The screenshot shows the 'Facilities' form with the following details:

- Contact Info:** Iaprovider@email.com
- Facility Roles:** Two roles are now listed: 'AssessmentPro Administrator' and 'Hospital Clinical User'.
- Documentation:** AssessmentPro Facility Administrator Agreement
- Buttons:** The 'Save' button is highlighted with a red box and a hand cursor, indicating it should be clicked.

Below the form, a preview shows the updated roles: 'Facility Roles: Hospital Clinical User' and 'AssessmentPro Administrator'.

Updating Other Users' System User Roles

This is a multi-step process requiring the role of facility AssessmentPro Administrator.

From the AssessmentPro Home Page

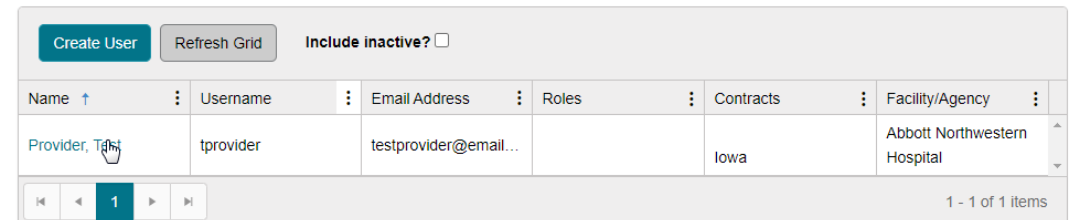
STEP 1:

Click the settings gear icon dropdown and select **Manage Users**.




STEP 2:

Select the employee's **Name** in the Manage Users page to open their user profile.



STEP 3:

Click the edit  icon to open the facilities edit screen.

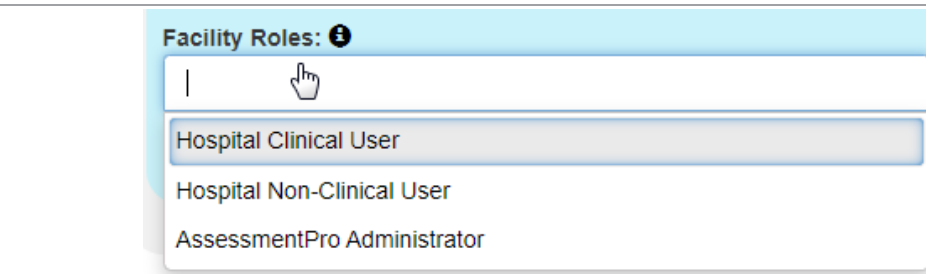


STEP 3:

Click inside **Facility Roles**. Select the role the user needs to have.

STEP 4:

Click **Save** and to save updates to the facilities screen.



STEP 5:

View the changes to ensure correct changes were made.

