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.
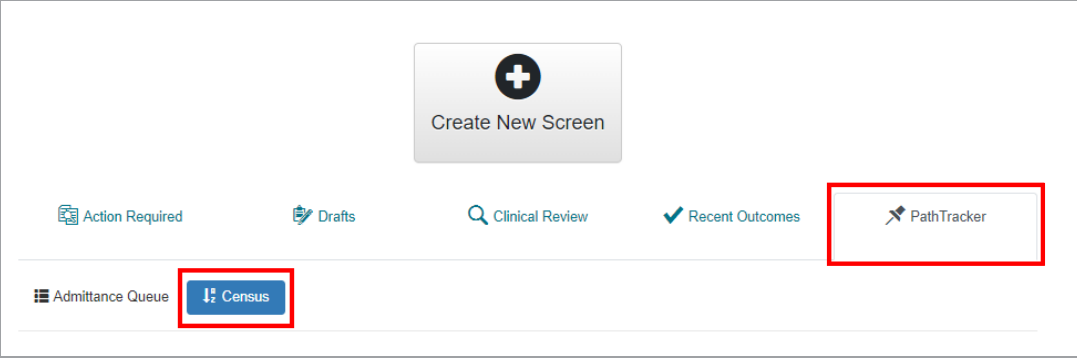
Ensure that your firewall does not block our URL.

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.

PathTracker—Editing an Admission Notice
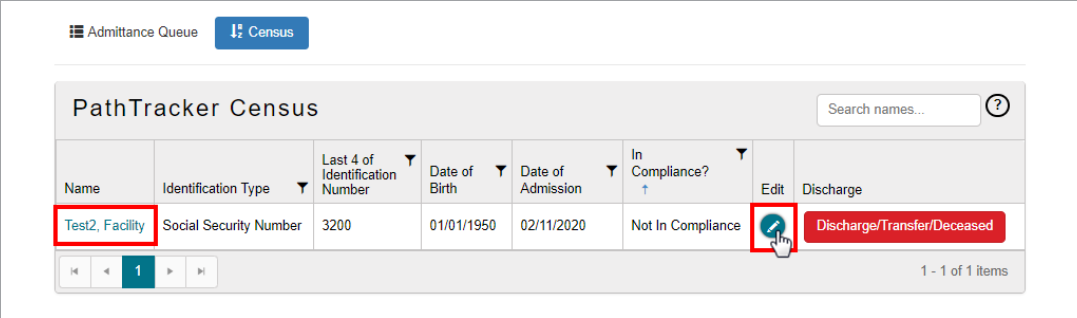## (NF Providers Only)
From the AssessmentPro Home Page

STEP 1: Click the *PathTracker* tab. **STEP 2:** Click the Census button	⊕ Create New Screen 🖳 Action Required 📝 Drafts 🔍 Clinical Review ✔ Recent Outcomes ✈ PathTracker ☰ Admittance Queue ⇅ Census
STEP 3: Locate the name of the individual with the needed change in the Census. **STEP 4:** Click the Pencil icon to open the Admission Notice.	☰ Admittance Queue ⇅ Census **PathTracker Census** Search names... ⑦ | Name	Identification Type	Last 4 of Identification Number	Date of Birth	Date of Admission	In Compliance?	Edit	Discharge
---	---	---	---	---	---	---	---
Test2, Facility	Social Security Number	3200	01/01/1950	02/11/2020	Not In Compliance	🖊	Discharge/Transfer/Deceased	 ⅠⅠ ◀ **1** ▶ ▶Ⅰ 1 - 1 of 1 items

STEP 5:

Make the necessary changes.

Click the **Calendar icon** to change the **Admission Date**.

Click the **Expected Length of Stay dropdown** to modify the **expected length of stay.**

Add any missing information.

Click *Admit* to submit the modified Admission Notice and retain the changes.

Edit Admission

Individual Name: Facility Test2

Admitting Facility: ARBOR TERRACE

Admitting Facility Address:
XXXXX XXXXX XXXXX

XXXXX, ME 55555

Admission Date: 2/11/2020

Expected Length of Stay: 6 months or longer

Is the individual being admitted from a known facility?
◉ Known facility
◯ Other location

Known Facility State: ▼

Completed by: Test Testerson

Phone: _____ Date: 5/7/2020

Cancel   Admit

The system will return you to your Census.

You will receive a notice indicating the *Individual successfully admitted.*

MAXIMUS ☰

Logged in as Test Testerson | Resources | Logout

Search site...

✓ Individual successfully admitted.

➕
Create New Screen

STEP 6:

Review the completed changes to verify accuracy.

Repeat steps 4-5 if additional changes are needed.

▤ Admittance Queue   ↕ Census

PathTracker Census   Search names... ?

Name	Identification Type	Last 4 of Identification Number	Date of Birth	Date of Admission	In Compliance?	Edit	Discharge
Test2, Facility	Social Security Number	3200	01/01/1950	02/11/2020	Not In Compliance	✏️	Discharge/Transfer/Deceased

|◀ ◀ 1 ▶ ▶| 1 - 1 of 1 items