AssessmentPro User Guide— Admitting an Individual in PathTracker

Maximus provides this user guide as an overview of system operations. Maximus will always support the current and most recent versions of Google Chrome or 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—Admitti	ng an individual in	PathTra	cker					
From the AssessmentPro Home Page								
You must submit an Admission Notice on EVERY new resident regardless of paysource or								
	sta	tus.		i ogui uioo				
STEP 1:								
Click the PathTracker tab.	Lunapproved 🖾 Action Users Required	💱 Drafts	Q Clinical I	Review V R Outco	ecent X PathTracker omes			
STEP 2: Review the partial demographics provided to determine if the person has arrived in your facility. Click <i>Admit</i> if the person has entered your facility.	Admittance Queue It Census Admittance Queue First Three Letters of First Name DEM DON H 4 1 E Letters of Last Name DEM DON	Date of Markov Iden Birth Iden 07/01/1900 Soci	tification Type ▼ al Security Number	Q Individual not sho Last Four of Identification Number Ac 2555	ctions Admit Remove from Queue			
STEP 3: Complete the person's last name and social security number. Click <i>Continue</i> to proceed.	Admit to Facility The first three letters of the individual's first name the last name, and the last four digits of the individual's first name: now local Number are provided. Complete the rest of the last name and Soci order to proceed. First name: DEM Last name: DON Social Security Number: Please confirm the individual's date or Cancel Continue	e, the first three letters of ividual's Social Security lal Security Number in 2555 of birth: 7/1/1900	Do not For exa Informa Enter = To com Informa Enter = To com	repeat info ample: ation for last TH aplete the la ation for the First 5 dig aplete the 9 -	ormation provided. a name given = SMI st name = SMITH SSN = last 4 digits its digit number			
STEP 4: Enter the Admission Date and Expected Length of Stay.	Admit to Facility Individual Name: Demo Donna Admitting Facility ALEXANDRIA CARE Admitting Facility ALEXANDRIA CARE Admitting Facility Address: 2000X 2000X 2000X 2000X 2000X 2000X, IN 55555 Admission Date 5/6/2020 Expected Length of Stay: Less than 30	CENTER						

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STEP 5: Indicate if the person is being admitted from a known facility or tocation. Select the facility or location. Select the facility or location. Select the facility or location. Select the facility or location. Indicate the person's information will move from the Admittance gueue to the Census queue. Indicate the person's status. Indicate the person's status. Step 6: Select the associated assessment/screen for this admission. Be sure to select the correct screen from the fable. Indicate the PASRR assessment for this admission: Select the associated assessment/screen for this admission. Indicate the PASRR assessment for this admission: Indicate or PASRR determination: Indicate for the admitted for the admission: If ho assessment/screen for this admission. Indicate the person's information will move from the Admittance gueue. No Level II Required - 00 00220201 Advertee Living Center If ho assessment/screen is or or foot is defermination. Indicate the person's submitted for this admission: Indicate the person's submitted for this admission: If ho assessment/screen is or or foot is complete the correct screen from this admission is or or option and complete as screen; or solution of the Admittance gueue. No PASRR was submitted for this admission: Image: 00 00 00 00 00 00 00 00 00 00 00 00 00									
<pre>statuting from a known facility or other location. Select the facility or location from the fields. Indicate the person's status. The person's information will move from the Admittance queue to the Census queue. STEP 6: Select the associated assessment/screen for this admission. Be sure to select the correct screen from the table. If the assessment/screen is not listed enter the date of determination. If no assessment/screen is not listed enter the date of determination. If no assessment/screen is not listed enter the date of determination. Click Submit to complete the racking notice. The person's information will move from the Admittance queue.</pre>	STEP 5:	Is the individual being admitted from a known facility? Other location							
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Indicate the person's status. What is the individual's PASR condition Image: Condition restated to indectate disability Image: Condition restated to indectate disability Image: Condition restated to indectate disability Image: Condition restated to indectate disability Image: Condition restated to indectate disability Image: Condition restated to indectate disability Image: Condition restated to indectate disability Image: Condition restated to indectate disability Image: Condition restated to indectate disability Image: Condition restated to indectate disability Image: Condition restated to indectate disability Image: Condition restated to indectate disability Image: Condition restated to indectate disability Image: Condition restated to indectate disability Image: Condition restated to indectate disability Image: Condition restated to indectate disability Image: Condition restated to indectate disability Image: Condition restate disability Image: Condition restate disability Image: Condition restate	Select the facility or location from the fields.			Known facility :	Show facility contact inf	formation	•		
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 able. able. bate of PASR assessment not listed bate of PASR determination: bate of PASR assessment not known bate of PASR assessment not known bo PASR was submitted for this admission complete d by: Stephanie Provider Phone: (467) 875-6555 Ext. cancel Submit 	admission. Be sure to select	1450426	Level I	No Level II Required No SMI/ID/RC	-	08/23/2021		Aberdeen Living Center	k. W
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Click <i>Submit</i> to complete the tracking notice. The person's information will move from the Admittance queue to the Census queue.	If no assessment/screen is on record, select the correct option and complete a screen to ensure your facility remains in compliance.	Completed	by: Stephanie P	Provider P	hone: (467) 875-	6555 Ext		Date: 8/25/2021	
The person's information will move from the Admittance queue to the Census queue.	Click Submit to complete the tracking notice.								
	The person's information will move from the Admittance queue to the Census queue.								

PathTracker—Remov	ing an Inc	lividual	from t	he Admitta	ance Qu	leue	
From the AssessmentPro H	lome Page						
If the person identified in the Admittance queue is unfamiliar or is not admitting to your facility:	Action Requir	red 🖗 [Drafts	Q Clinical Review	✔ Recent Out	tcomes	📌 PathTracker
Solast Remove from Overe							
Select Remove from Queue.	Admittand	Admittance Queue Q Individual not shown? Click here to search					
	First Three Letters of First Name	First Three Letters of Last Name †	Date of Y Birth	Identification Type	Last Four of Identification Number	Actions	
	XXX	LAS	01/01/1990	Social Security Number	1706	Admit	Remove from Queup
	xxx	LAS	01/01/1990	Social Security Number	1749	Admit	Remove from Queue
		н					1 - 2 of 2 items

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AssessmentPro User Guide— **MOXIMUS** Admitting an Individual in PathTracker

PathTracker—Searching for an Individual to Admit in PathTracker From the AssessmentPro Home Page							
STEP 1: If the person admitting to your facility does not appear in your Admittance Queue:	Image: Clinical Review Image: Review Image						
Select Individual not shown? Click here to search.	Admittance Qu	Admittance Queue					
	Letters of First Name Name XXX LAS	f Last Date of Birth Idu 01/01/1990 Sc	entification Type	Identification ▼ Number mber 1706	Actions	e from Queue	
STEP 2: Select your search criteria from the dropdown.	PathTr Select search crit	eria: Social Security Nur		h	0		
Enter the search information .	Social Security Number						
Click the magnifying glass to begin the search.		Passport ID Temporary Residen	t ID				
STEP 3	PathTracker	r Search					
Locate the individual from the search results.	Select search criteria: Social Sec	:urity Number 🔹	555-15-2555 Q				
Click Admit and follow the	First Three Letters of First Name	First Three Letters of Last Name ↑	Date of Birth	Identification Type	Last Four of Identification Numb	ber	
process outlined in PathTracker—Admitting an individual in PathTracker	DEM	DON	06/30/1900	Social Security Number	2555	Admit	

PathTracker—Adding an Individual to Admit in PathTracker

From the AssessmentPro Home Page

STEP 1: If the person admitting to your facility does not appear in your Admittance Queue:	E Action Require	ed ₿	Drafts	Q Clinical Review	✔ Recent Ou	tcomes X PathTracker		
Select Individual not shown? Click here to search.	Admittanc	Admittance Queue				Q Individual not shown? Click here to search		
	First Three Letters of First Name	First Three Letters of Last Name ↑	Date of ▼ Birth	Identification Type	Last Four of Identification Number	Actions		
	XXX	LAS	01/01/1990	Social Security Number	1706	Admit Remove from Queue		

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STEP 2: Select your search criteria from the dropdown. Enter the search information. Click the magnifying glass to begin the search.	PathTracker Search Select search criteria: Social Security Number Passport ID Temporary Resident ID
STEP 3: If no results found, the person has not been screened through AssessmentPro. Select <i>Click here to create a</i> <i>new individual.</i>	Select search criteria: Social Security Number If the individual has an approved assessment/screen prior to AssessmentPro, do NOT enter a new screen. A new review is not required to complete admissions/discharges via PathTracker.
STEP 4: Complete the demographics information. Click Save to add the new record.	Create a New Individual Record Deceased First Name Address
STEP 5: Repeat STEP 2.	Select search criteria: Social Security Number Social Security Number Passport ID Temporary Resident ID
STEP 6: Locate the individual from the search results. Click <i>Admit</i> and follow the process outlined in PathTracker—Admitting an individual in PathTracker.	Select search criteria: Social Security Number 555-15-2555 First Three Letters of First Name First Three Letters of Last Name † Date of Birth Identification Type Last Four of Identification Number DEM DON 06/30/1900 Social Security Number 2555