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—Discharging an Individual in PathTracker
From the AssessmentPro Home Page

You must complete the Discharge Notice in PathTracker before a different facility can submit an Admission Notice.

STEP 1: Select the **PathTracker Tab.** Select *Census* to open the PathTracker Census.	
STEP 2: Identify the person to report the **Discharge/Transfer/Deceased notice.** Click the *Discharge/Transfer/Deceased* box to begin the process.	
STEP 3: Complete the **Discharge/Transfer/Deceased notice.**	**The person's information will no longer appear in the facility census. Make sure to save copies of any needed information BEFORE completing the discharge notice.**