

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.

Unapproved Users | Action Required | Drafts | Clinical Review | Recent Outcomes | **PathTracker**

Admittance Queue | **Census**

PathTracker Census

Name	Identification Type	Last 4 of Identification Number	Date of Birth	Date of Admission	In Compliance?	Edit	Discharge
LastName128201565, XXXXX	Social Security Number	1565	01/01/1990	02/23/2015	Not In Compliance		<b>Discharge/Transfer/Deceased</b>

#### STEP 2:

Identify the person to report the **Discharge/Transfer/Deceased notice**.

Click the **Discharge/Transfer/Deceased** box to begin the process.

PathTracker Census

Name	Identification Type	Last 4 of Identification Number	Date of Birth	Date of Admission	In Compliance?	Edit	Discharge
LastName128201565, XXXXX	Social Security Number	1565	01/01/1990	02/23/2015	Not In Compliance		<b>Discharge/Transfer/Deceased</b>
LastName1294128268, XXXXX	Social Security Number	8268	01/01/1990	04/06/2010	Not In Compliance		<b>Discharge/Transfer/Deceased</b>

#### STEP 3:

Complete the **Discharge/Transfer/Deceased notice**.

Individual: XXXXX LastName128201565  
Submitting Facility: ALEXANDRIA CARE CENTER  
Submitting Facility Address:  
XXXXX XXXXX XXXXX  
XXXXX, IN 55555

Discharge/Transferred/Deceased Date: 5/6/2020

Discharged, transferred, or deceased? Discharge/Transfer

Is the individual being discharged/transferred to a known facility?  
 Known facility  
 Other location

Known Facility State: \_\_\_\_\_

⚠️ Access to this individual's profile will be revoked for the current facility's users that do not have access to the profile through other roles.

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Phone: (877) 431-1388 Ext. 3308 | Date: 5/6/2020

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.