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PATHTRACKER PLUS HELPFUL HINTS

Quick Reference Tips

My Nursing Facility NPI
(Provider #) Is:

Maximus Help Desk Phone: 833.907.2777

DHS CFEU Email: Facilities@dhs.state.ia.us

(Centralized Facilities Eligibility
Unit)

Admitting Someone New to PathTracker Plus

Check Review Queue Weekly

Add a new Individual at the home page if they are not in the Review Queue

Do NOT add/admit an individual if they are not a resident yet

Complete admission notices after adding an individual to accepted queue

Quick Tips for Admissions / Discharges / Transfers

Ensure Admission / Discharge / Transfer Dates are accurate

Ensure the resident's name, SSN, and date of birth are accurate. If not, a Case Activity Report (CAR) may not generate for Iowa Medicaid.

Select "Managed Care" for level of care response for residents enrolled with a Medicaid managed care organization.

Select "NFMI" for level of care response for residents with a NFMI/OR outcome.

LOC Effective Date equals the date the LOC or Funding Type changes

If in Hospice or PACE, please provide appropriate Hospice or PACE provider information.

Length of stay equals the PASRR Length of Approval

Submitting Corrected Notices

Start at the Home Page and Click on "Submit Corrected Notice" for all changes to admissions

Resident

1. Enter SSN in Add individual
2. Enter Demographic information and click Submit
3. When you see the screen that says to receive payment... click OK
4. At the next screen click Back at the top right corner
5. Click Create New Level I