

Quick Tips Sheet for PathTracker Plus

PATHTRACKER PLUS HELPFUL HINTS

Quick Reference Numbers

My NPI # is

Ascend Help Desk 877-431-1388 ext. 3403

Phone #

DHS CFEU Phone # 1-877-344-9625

and email

Facilities@dhs.state.ia.us

Reminders for Admitting Someone New to PathTracker Plus

Check Review Queue Weekly

Add Individual at home page if not in Review Queue

Do NOT add individual if they are not a resident yet

Complete admission notices after adding to accepted queue

Quick Tips for Admissions / Discharges / Transfers

Ensure the admission / discharge / transfer date is accurate

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 date LOC or Funding Type changes

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

Length of stay equals PASRR Length of Stay Outcome

How to Submit a Corrective Notice

Start at the Home Page and click on "Submit Corrective Notice" for all changes to admissions.

Completing a Level I for Someone Who is Not a 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