

Adding Residents	Do I Add My Entire Census?
<ul style="list-style-type: none"> Click on the “add individual” button to add a new person 	<ul style="list-style-type: none"> You can but it isn’t necessary to do all at once
<ul style="list-style-type: none"> You should only need to do this if the admitting facility was mis-identified on the original screen or if the person was pre-Ascend 	<ul style="list-style-type: none"> You will need the person in there to complete the 352/353 process, when appropriate.
Forms 352/353	
<ul style="list-style-type: none"> This system replaces the paper forms 	
<ul style="list-style-type: none"> Use the system the same way you would have used the forms 	
<ul style="list-style-type: none"> You will no longer fax/mail the 352/353 to the district office 	
<ul style="list-style-type: none"> This process has nothing to do with your W-9 process. Continue to complete this process as you always have 	
Printing	System Access
<ul style="list-style-type: none"> Click on review and print 	<ul style="list-style-type: none"> Contact your facility supervisor to add you as a user
Review Queue	
<ul style="list-style-type: none"> Select not in my facility and choose submit to indicate this person is not a resident in your facility 	
<ul style="list-style-type: none"> Do not accept people who are not in your facility 	
<ul style="list-style-type: none"> If you have a person in your accepted queue that should not be there, submit the information through the email helpdesk 	
Nothing Happens When I Click a Feature/Button	Acronyms
<ul style="list-style-type: none"> Make sure your pop-up blocker allows pop ups from the Ascend web site Check to see if a new tab opens instead of progressing your existing browser tab 	<ul style="list-style-type: none"> MID = Medicaid ID Number (do not enter a Medicare or alternate number)

Contact Ascend: CThelpDesk@ascendami.com or 877-431-1388 x3281