

HealthChoices HealthConnections Member Survey – Online Data Entry Instructions

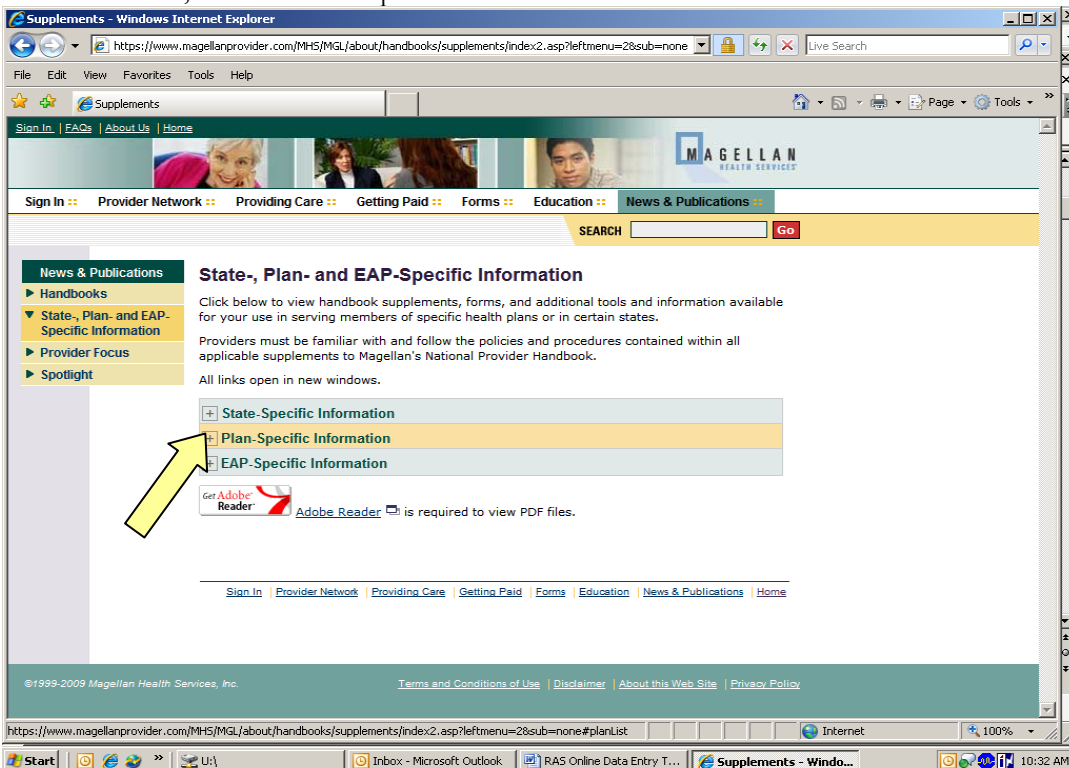
These instructions should be used to enter the HealthChoices HealthConnections hard copy member surveys you receive.

1. Access

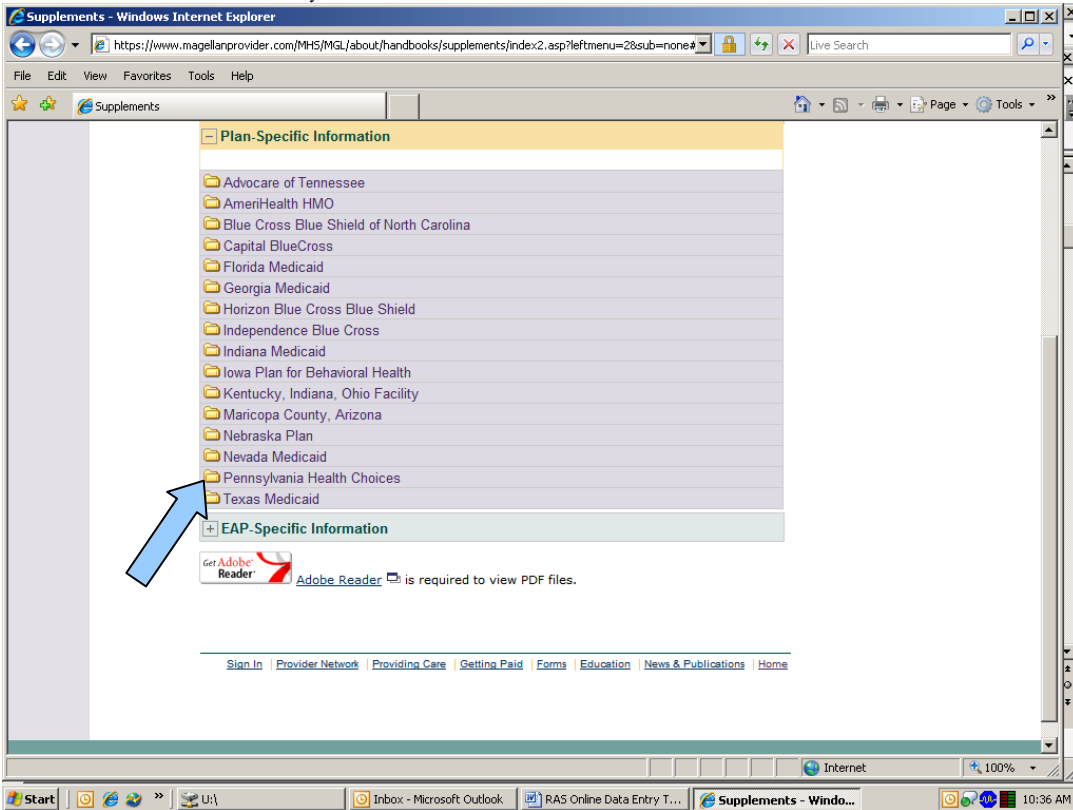
- a. From the Magellan provider Web site, www.MagellanHealth.com/provider, click on “State- and Plan-Specific Information”



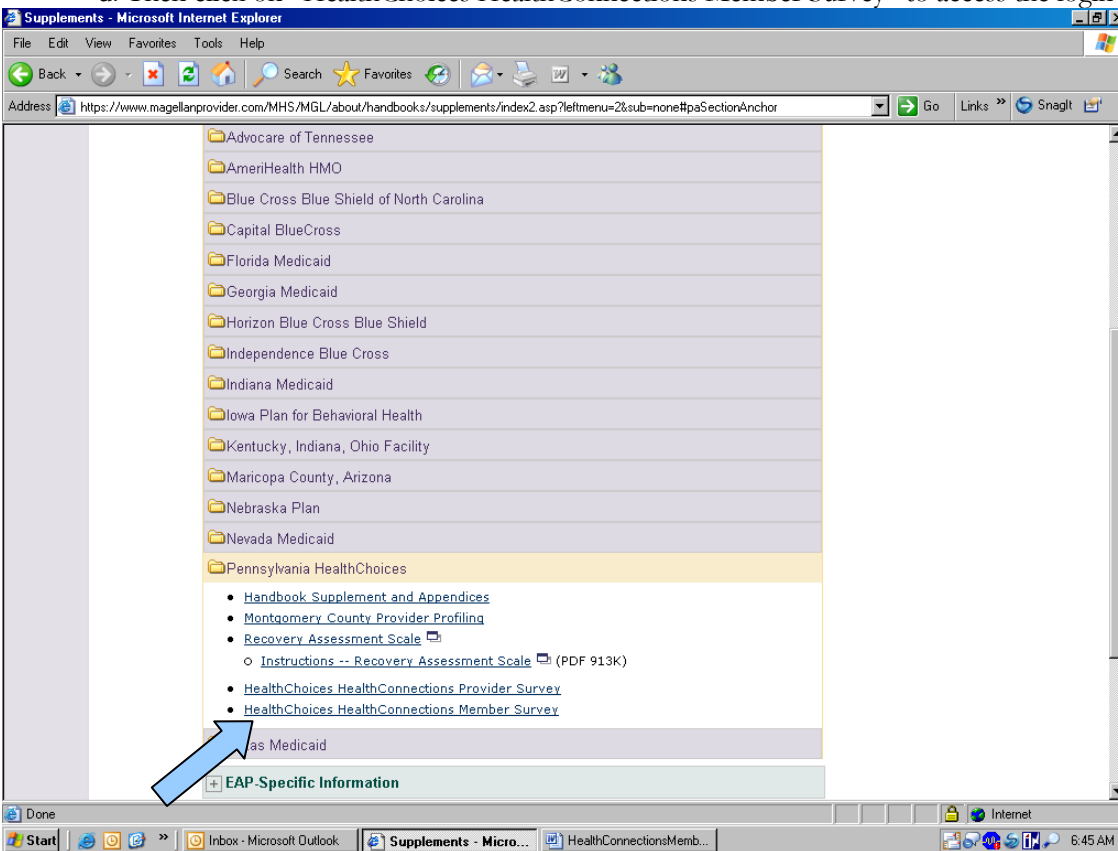
- b. Next, click on “Plan-Specific Information”



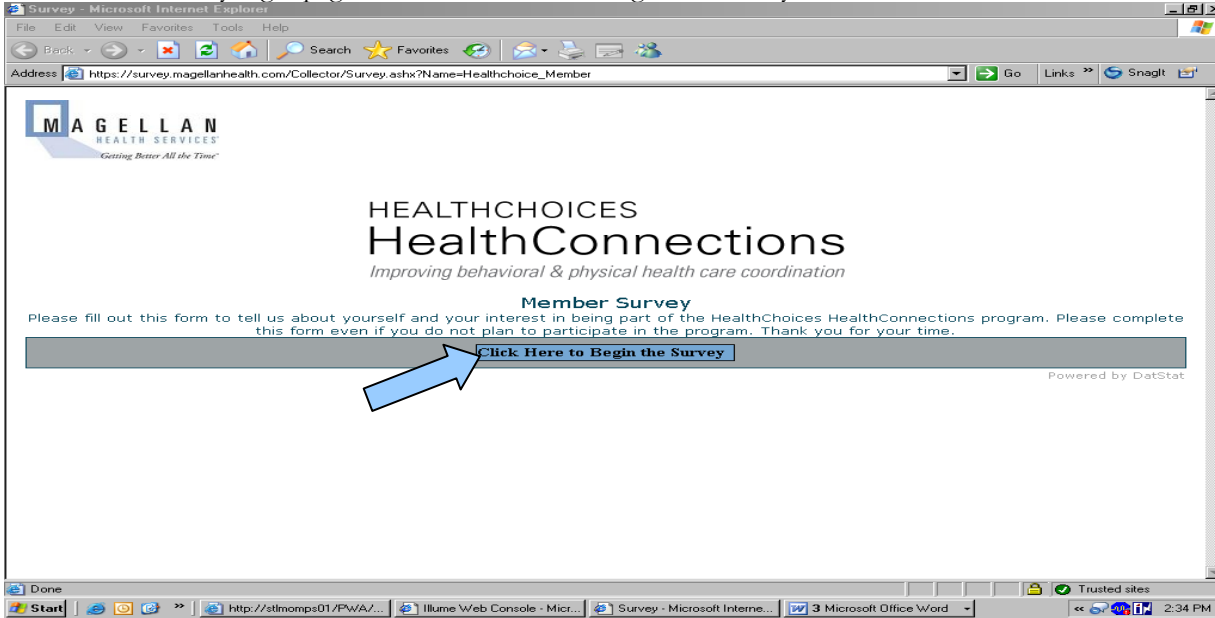
c. Click on “Pennsylvania HealthChoices”



d. Then click on “HealthChoices HealthConnections Member Survey” to access the login page.



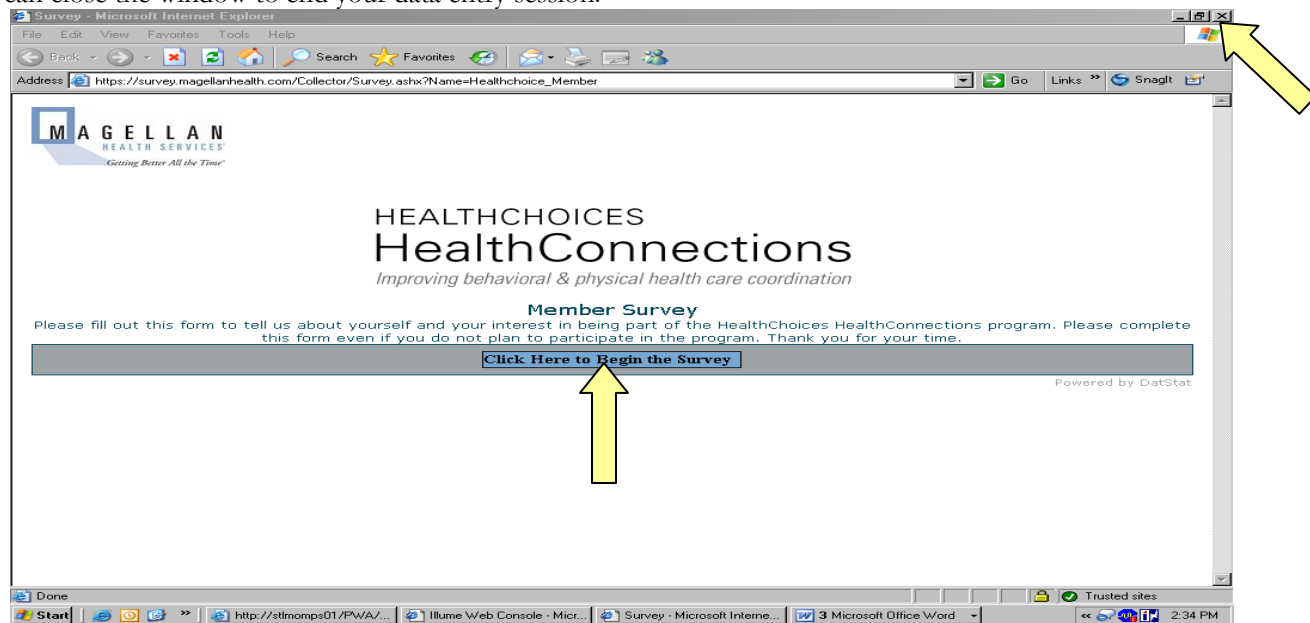
2. On the data entry login page, click “Click Here to Begin the Survey.”



3. Enter all requested data. The “Member MA ID#” is a required field and should be 10-digits long.

4. Click “Submit” when finished.

5. After you click “Submit,” you will be re-directed to the login page. Repeat steps 2 through 4 to enter another form, or you can close the window to end your data entry session.



Note: Once you click “Submit,” the data cannot be changed. If an error occurs, contact Mary (contact information below) with as much information as possible about the error, so that the record can be deleted and the data re-entered.

Need help? Contact:
Mary Bozza Wise
(410) 953-2304
mcbwise@MagellanHealth.com