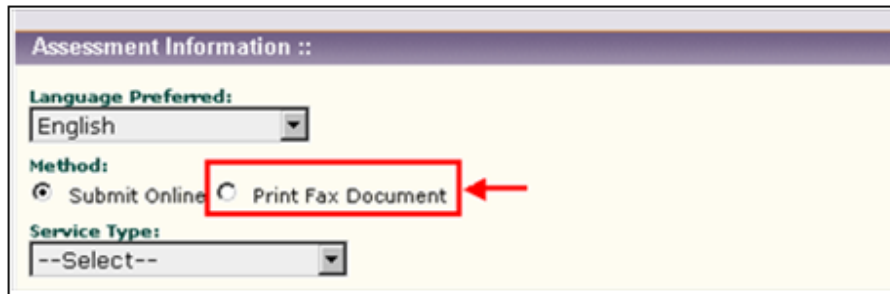


OUTCOMES ONLINE FAX ASSESSMENT TIPS

- Enter Manage Outcomes, and search for the member. Generate an assessment fax form by selecting the “Print Fax Document” radio button (Fig. 1). Complete all fields on the page and click “Continue.”

Fig. 1



Assessment Information ::

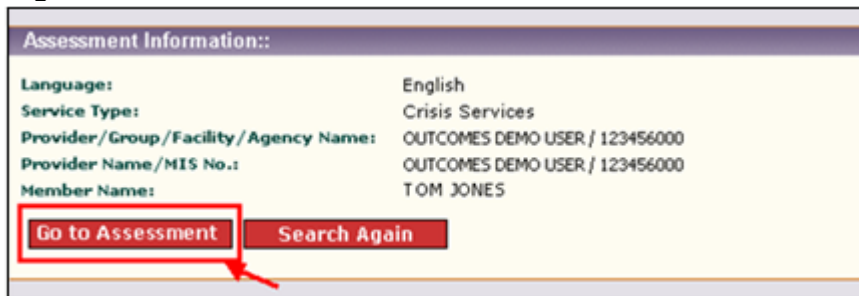
Language Preferred: English

Method:
 Submit Online Print Fax Document

Service Type: --Select--

- Click the red “Go to Assessment” button (Fig. 2) on the next screen to generate the assessment form. The form opens in a new window.

Fig. 2



Assessment Information::

Language: English

Service Type: Crisis Services

Provider/Group/Facility/Agency Name: OUTCOMES DEMO USER / 123456000

Provider Name/MIS No.: OUTCOMES DEMO USER / 123456000

Member Name: TOM JONES

Go to Assessment Search Again

- Print the assessment form using one of the printer icons at the top of the page or using the File – Print menu option. (Fig. 3)

Fig. 3



- **Do not** copy or duplicate any printed assessment form. We can only process **original** forms.
- Use a black or blue colored ink pen to complete the form.
- Fill in each box with a pen to indicate your answer.

2. How confident are you about bouncing back from problems?

Extremely	Quite a Lot	Somewhat	Little	Not at All
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. During the past 4 weeks, how often have you made and followed a plan to take care of your physical or mental health?

Always	Often	Sometimes	Rarely	Never
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Locate the fax number (401) 334-8964 on the last page of the assessment form.
- Make sure you fax the pages of each assessment in the correct order.
- Each assessment has a unique number printed at the bottom of each page. This number will be the same on all pages of a member's assessment and will help you keep the pages together. (Fig. 4)

Fig. 4



- Answer all questions or the form will not be processed.
- Exception: If a recipient answers “Less than once a week” or “Never” on questions 15 and 17, and does not answer questions 16 and 18, the CHI will be scored.
- Provide only one answer per question.
- If you make a mistake, carefully use a white-out product to make corrections.
- Clearly write your answers, especially those requiring alpha or numeric characters.

- You can view the scored Provider Report on www.MagellanHealth.com/provider in the Manage Outcomes application within 24 to 48 hours after submission.
- Fill in the “**What is Today’s Date?**” question with the date the assessment was completed. This date may differ from the date you fax the assessment.
- You may keep the original faxed document form for your files.