



How Do I View/Update Appointment and Bed Availability?

For Additional Questions and Answers, visit our [FAQ](#) section

Step 1: Select the Application

On the left-hand side menu on the *MyPractice* Page under the My Maricopa section:

- *Click* on **Check or Update Appt/Bed Availability**

Step 2: Check Bed Availability

- *Click* on **Check Availability** tab
- *Select* **Availability Type**
 - Inpatient Beds

Tip: Users who do not have update rights will only have the Check Availability tab.

Step 3: Check Bed Availability

- *Search* on a minimum of one or any of the following:
 - Zip Code
 - Gender
 - Level Of Care
 - View All
- *Click* Search

Note: Results will be sorted in alphabetical order by facility.

To return to main page, click on Return to MyPractice Page link.

Step 4: Update Bed Availability

On the left-hand side menu on the *MyPractice* Page under the My Maricopa section:

- *Click* on **Check or Update Appt/Bed Availability**

Step 5: Update Bed Availability

- *Click* on **Update Availability** tab
- *Enter* number of **beds** by bed type for both Male and Female
- *Click* **Submit**

Tips:

- Bed Types displayed are by users' Level of Care.
- Only providers with update rights can view this tab.
- Providers with multiple MIS numbers will need to update individual by selecting from

the drop down

Step 6: Update Bed Availability Confirmation

You will receive an Update Success Message upon successful submission.

- *Click* on View Your Updated Availability Here link to review your changes.
(Changes will be displayed to include the Last Update date and Time [real-time])
- *Click* on the **Help** button to
 - Update phone number or address changes
 - Update bed type changes

Step 7: Check Outpatient Appointments

On the left-hand side menu on the *MyPractice* Page under the My Maricopa section:

- *Click* on Check or Update Appt/Bed Availability

Step 8: Check Outpatient Appointments

- Click on Check Availability tab
- Select Availability Type
 - Outpatient Appointments

Tip: Users who do not have update rights will only have the Check Availability tab.

Step 8: Check Outpatient Appointments

- *Search* on any one of the following criteria
 - Zip code
 - Age Group
- *Click* Search

Step 9: Check Outpatient Appointments

Search results are displayed in facility name alphabetical order

- *Click* **View Calendar**
- *Click* on Return Search Results or Return to My Practice page

Tips:

- Calendar link views display the detail summary by record. Detail summary includes 14 consecutive days, excluding Sundays, time blocks from 8-8, and highlighted booked ranges.
- Search results are displayed with facility name alphabetical order.
- Once a selection is found, call the member's benefit toll-free number to speak to a specialist.

Step 9: Update Outpatient Appointments

On the left-hand side menu on the *MyPractice* Page under the My Maricopa section:

- *Click* on Check or Update Appt/Bed Availability

Step 10: Update Outpatient Appointments

- *Click* on **Update Availability** tab
- *Select* **Availability Type**
 - Outpatient Appointments
- *Click* **Submit**

Calendar will display. The first date will always be today's date.

- *Click* on date and time to highlight block.
- *Click* **Submit** to block off time.

Tips:

- Users can block off multiple sessions prior to clicking Submit.
- Last Updated message will display.
- View Update page lets user see real-time information results in calendar format.
- Return to MyPractice page if additional updates are needed, or if revisions are needed.
- The calendar only extends 14 days out.
- Users who do not have update rights will only have the Check Availability tab.