



How Do I Close an Intake?

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 **Submit Intake Online**

Step 2: Close Intake

From the **Submit Intake Online** welcome page, click **Close intake**.

Step 3: Close Intake

A search screen will appear, asking that information be entered to locate the desired member.

Enter in all required fields and click **Search**. Required fields are:

- Last name
- First name
- Date of birth

**CIS Member ID number is optional.*

Step 4: Close Intake

To view details of the applicable transmission, click on the Transmission Number link to open the intake from the search results page.

Step 5: Close Intake

Once the details page opens, verify the member is correct and click the **Close** button. A confirmation page will be displayed, allowing the intake to be printed and providing a transaction number for future reference.

Tips:

- Please be advised that it may take up to 7 days for submissions to be updated in the system.