MAGELLAN HEALTH SERVICES
Getting Better All the Time

How Do I Finish a Saved Demographic?

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: Finish a Saved Demographic
From the **Submit Intake Online** welcome page, click **Finish a saved demographic**.
Step 3: Finish a Saved Demographic
Enter in all fields desired to search by and click **Search**. Search criteria includes: • Intake date range • Member information • Transaction Status • Transaction number/type
Step 4: Finish a Saved Demographic
Matching results from the search will appear. Click on the transaction for the appropriate member to continue entering demographic information.
Step 5: Finish a Saved Demographic
All required fields for each section need to be completed. Demographic sections include: • Member Information • Descriptive Characteristics • Outcomes Measures • Additional Measures *Tip: Clicking the **Save for Later** button will allow the demographic to be continued at a later time.*
Step 6: Finish a Saved Demographic

Once all of the information has been entered, the Preview screen will allow for edits to be made to any of the sections. If all information is correct, click the **Submit** button.

Step 7: Finish a Saved Demographic

Once submitted, a confirmation page will display, allowing the user to print a copy of the demographics and/or make note of the transaction number for future reference.

Tips:

- Demographics are required following the submission of an initial intake for all clients who receive services and when data information on this form changes or required update/correction.
- Please be advised that it make take up to 7 days for submissions to be updated in the system.