



## How Do I Check Maricopa County Member Eligibility?

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

### Step 1: Select the Application

Click **Check Member Eligibility** on the left-hand side menu on the *MyPractice* Page.  
*Check Member Eligibility* is HIPAA-compliant.

### Step 2: Eligibility Search

- Enter Patient's First Name, Last Name, and State
- Click Search

**Tip:** You may enter only first two characters of last name and first character of first name when searching.

### Step 3: Review Search Results

This screen allows you to review the information Magellan has available in our system for the search criteria you entered on the previous screen.

On the *Eligibility Summary* Page, locate the member and click the member name link for additional information.

### Step 4: View Member Details

This screen allows you to review member, plan and coverage specific information for the selected member.

Click the yellow 'View Additional Info' button for Maricopa specific additional information.

### Step 5: View Additional Maricopa Specific Information

This screen allows you to review additional information Magellan has specifically for Maricopa members.

This information includes the member's CIS (Medicaid) ID # and the AHCCCS ID #, a flag for Seriously Mentally Ill (SMI Indicator), and the Clinical Liaison's name.

### Step 6: Conduct Another Search

To search again, click on **Search Again** or **Return to Summary** link.