MAGELLAN HEALTH SERVICES
Getting Better All the Time

How Do I Update a 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: Update a Demographic
From the **Submit Intake Online** welcome page, click **Update a demographic**.
Step 3: Update a 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: Update a Demographic
To view details of the applicable transmission, click on the Transmission Number link to open the demographic from the search results screen.
Step 5: Update a Demographic
On the view demographic page, the member information will show at the top of the screen and will then show each demographic section below as expandable selection. The demographic sections include: • Member Information • Descriptive Characteristics • Outcomes Measures • Additional Outcomes Measures
Step 6: Update a Demographic
To change information for one or more of the sections, click the **Full Update** button which will bring up the demographics application. Select the appropriate tab in which information needs to be changed.

Step 7: Update a 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 8: Update a 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.