How Do I Update an Intake Submitted Online?

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 an Intake Submitted Online

From the **Submit Intake Online** welcome page, click **Update an intake submitted online**.

Step 3: Update an Intake Submitted Online

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 an Intake Submitted Online

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

Step 5: Update an Intake Submitted Online

On the intake details page, click the button for the type of change you wish to make. Two types of changes are available:

- Change Date – By clicking the **Change Date** button, you will be allowed to change the intake date only.
- Override – By clicking the **Override** button, users are allowed to change any and all information within the intake, with the exception of the intake date.

Step 6: Update an Intake Submitted Online

Complete all changed and click Submit. 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 make take up to 7 days for submissions to be updated in the system.