

	<p>How Do I Check for Member Eligibility?</p>
<p>For Additional Questions and Answers, visit our FAQ section</p>	

<p>Step 1: Select the Application</p>
<p>Click Check Member Eligibility on the left-hand side menu on the <i>MyPractice</i> Page.</p> <ul style="list-style-type: none"> • <i>Check Member Eligibility</i> is available for all accounts with the following exceptions: <ul style="list-style-type: none"> ○ Some Employee Assistance Program (EAP) members ○ Empire BCBS members • <i>Check Member Eligibility</i> is HIPAA-compliant.
<p>Step 2: Enter Search Criteria</p>
<p>At the Eligibility Search Screen, enter Member's First Name, Last Name and State and click Search.</p> <ul style="list-style-type: none"> • To narrow down your results, enter Member's Date of Birth and/or Member's ID#. • To improve search results, remove the Member's ID# from your criteria.
<p>Step 3: Review Search Results</p>
<p><i>This screen allows you to review the information Magellan has available in our system for the search criteria you entered on the previous screen.</i></p> <p>On the <i>Eligibility Summary</i> Page, locate the member and click on the View Details link under Member's ID number for additional information.</p>
<p>Step 4: View Member Details</p>
<p>On the next screen, <i>Eligibility Details</i>, review the member and plan information.</p>
<p>Step 5: Conduct Another Search</p> <p>To search again, click on Search Again or Return to Summary link.</p>