




How Do I View Outcomes Reports?

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

### Steps: View Outcomes Reports

- 1) If a new Outcomes Report is available, you will receive an *Application Notice* when first logging into the site. The notice will provide a link to the *Search for Outcomes Reports* screen.
- 2) Outcomes Reports can also be accessed by **clicking *View Outcomes Reports*** on the left hand side menu on the *MyPractice* Page.
- 3) Enter one of the following search criteria on the *Search for Outcomes Reports* screen or **click “View All”** to view all reports:
  - Member Name
  - Date Range
  - Authorization Number
- 4) When the list of results comes up, **click “View”** to the right of the applicable report.
- 5) The report will open in a separate window.

### TIPS:

-  [Adobe Reader](#) is required to view PDF files.