Outcomes Online Fax Assessment Tips

- After signing in to www.MagellanHealth.com/provider, select Manage Outcomes, and search for the member. Generate an assessment fax form by selecting the “Print Fax Document” radio button (Fig. 1). Complete all fields on the page and click “Continue.”

![Fig. 1](image1)

- Click the red “Go to Assessment” button (Fig. 2) on the next screen to generate the assessment form. The form opens in a new window.

![Fig. 2](image2)

- Print the assessment form using one of the printer icons at the top of the page or using the File – Print menu option. (Fig. 3)
Fig. 3

- Do not copy or duplicate any printed assessment form. We can only process original forms.
- Use a black or blue colored ink pen to complete the form.
- Fill in each circle with a pen to indicate your answer.

1. I think that I can deal well with daily problems.

<table>
<thead>
<tr>
<th>Strongly Agree</th>
<th>Agree</th>
<th>I am Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>

2. I am hopeful that treatment/therapy can help me.

<table>
<thead>
<tr>
<th>Strongly Agree</th>
<th>Agree</th>
<th>I am Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>

- Locate the fax number 1-866-852-0057 on the last page of the assessment form.
- Make sure you fax the pages of each assessment in the correct order.
- Each assessment has a unique number printed at the bottom of each page. This number will be the same on all pages of a member’s assessment and will help you keep the pages together. (Fig. 4)
• Answer all questions or the form will not be processed.

• Provide only one answer per question.

• If you make a mistake, carefully use a white-out product to make corrections.

• Clearly write your answers, especially those requiring alpha or numeric characters.

• You can view the scored Provider Report on www.MagellanHealth.com/provider in the Manage Outcomes application within 24 to 48 hours after submission.

• Fill in the “What is Today’s Date?” question with the date the assessment was completed. This date may differ from the date you fax the assessment.

• You may keep the original faxed document form for your files.