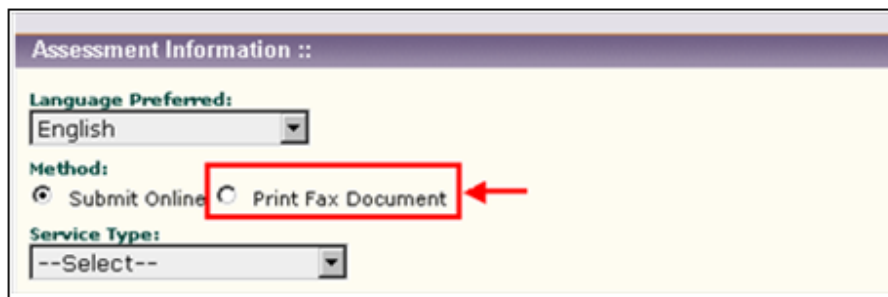


Outcomes Online Fax Assessment Tips

- 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



The screenshot shows a web form titled "Assessment Information ::". It contains the following fields and options:

- Language Preferred:** A dropdown menu with "English" selected.
- Method:** Two radio buttons: "Submit Online" (selected) and "Print Fax Document" (highlighted with a red box and a red arrow pointing to it).
- Service Type:** A dropdown menu with "--Select--" selected.

- 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



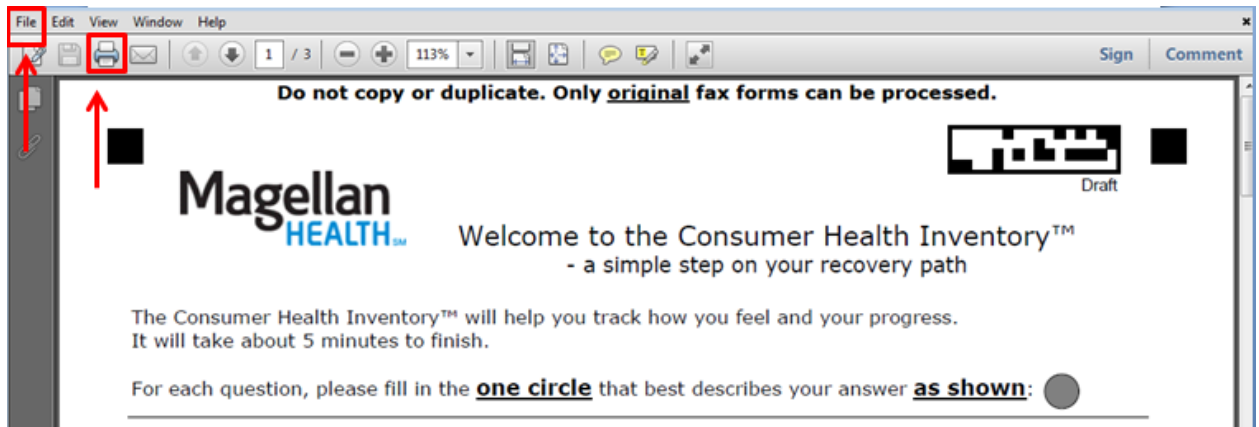
The screenshot shows a summary screen titled "Assessment Information::" with the following details:

- Language:** English
- Service Type:** Crisis Services
- Provider/Group/Facility/Agency Name:** OUTCOMES DEMO USER / 123456000
- Provider Name/MIS No.:** OUTCOMES DEMO USER / 123456000
- Member Name:** TOM JONES

At the bottom, there are two buttons: "Go to Assessment" (highlighted with a red box and a red arrow pointing to it) and "Search Again".

- 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.

Strongly Agree	Agree	I am Neutral	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

Strongly Agree	Agree	I am Neutral	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- 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)

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.