




How Do I Manage Outcomes Reports?

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

Steps: Manage 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 **Manage 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
- 4) When the list of results comes up, click **View** to the right of the applicable report.
- 5) Report will open in a separate window.

TIPS:

-  [Adobe Reader](#) is required to view PDF files.
- For further assistance, use the **FAQs** link to access **Contact Us**