

Submit an Online EASI Form

Follow the steps below to access the online Employee Assistance Service Information (EASI) Form – Magellan's EAP payment request form – on the EAP Services portal.

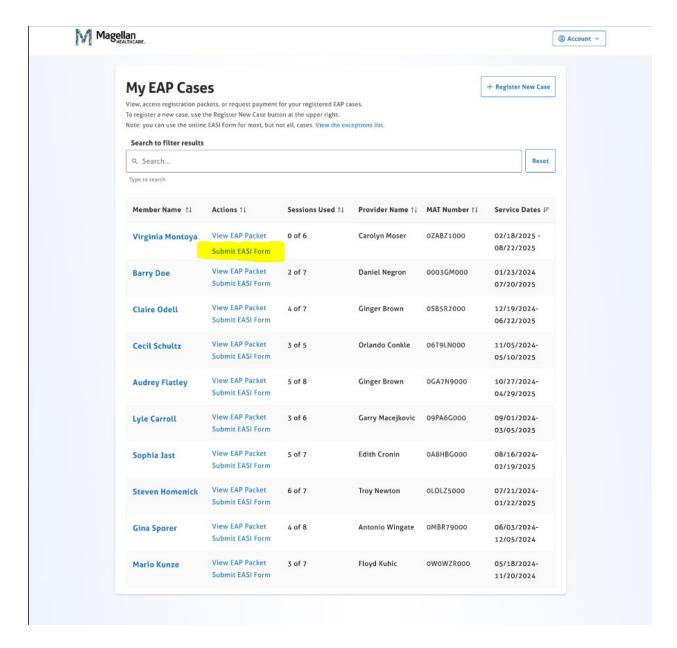
1. How to access the EASI Form

To access the online EASI Form, sign in at **provider.magellanhealthcare.com.** Alternatively, you may sign in to MagellanProvider.com and navigate to *Submit an EASI Form* or *View EAP Registrations*.

Note: if this is your first time accessing the EAP Services portal, you will need to create an account and connect your existing MagellanProvider.com account. View our create/connect account <u>video</u> or <u>user quide</u> for help.

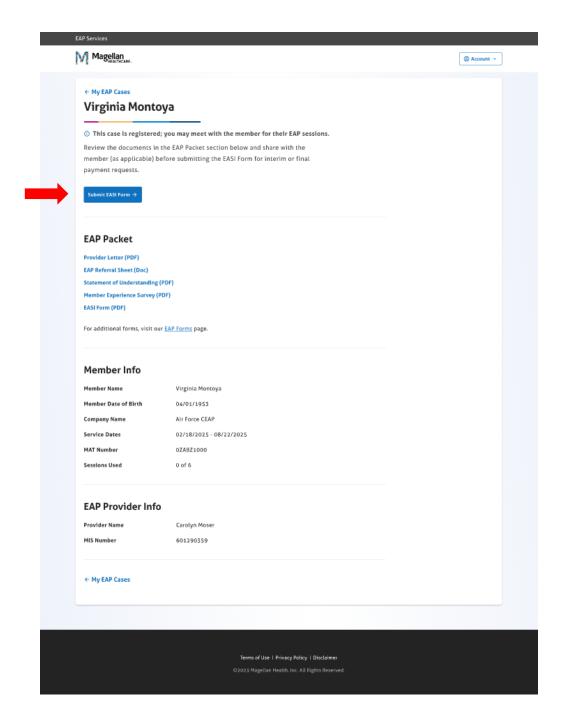
After signing in to the EAP Services portal, you will see the *My EAP Cases* table that lists all your registered cases. Next, search for a specific case or narrow the results by using the search box.

Once you find the correct member, click the *Submit EASI Form* link located under the *Actions* column to begin an online EASI Form submission.



The other option to access the EASI Form for a particular case is to click on the member's name or *View EAP Packet*. Then, on the member details screen, click the blue *Submit EASI Form* button.

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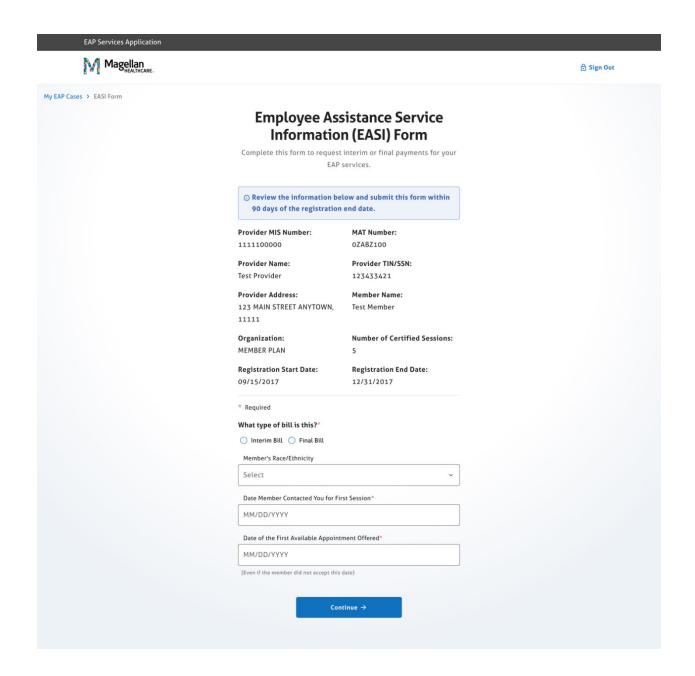


This takes you to the first page of the EASI Form.

2. Completing the EASI Form

Review the member details, indicate if this is an interim or final bill, and answer required questions regarding the case.

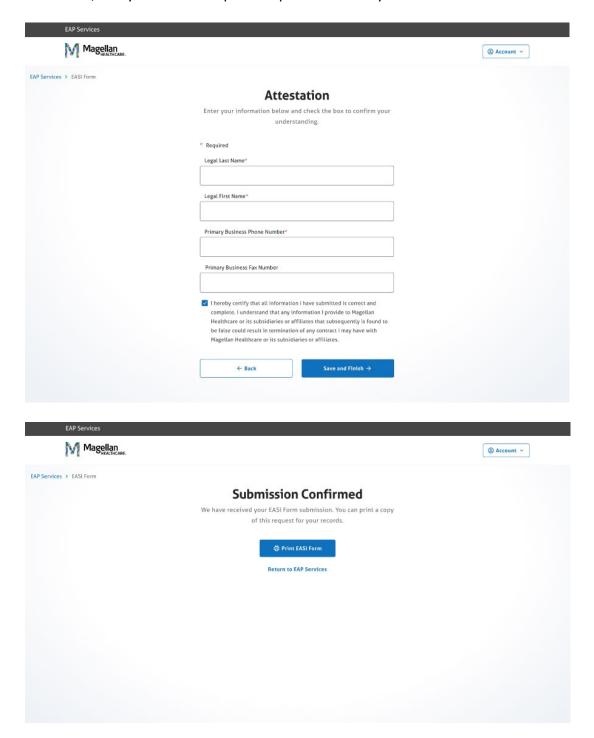
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After clicking Continue, you then enter Encounter Information (e.g., session details) and additional information about the member/case. For a final bill, you'll complete a questionnaire as well.

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The last step of the form is the Attestation. After you click *Save and Finish*, the form is submitted, and you have the option to print a PDF for your records.



Video available

View our Submit an EASI Form video demo

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