

Provider Notice



From: Magellan Healthcare

Subject: Action required: Assign an Organization Administrator for Magellan's outcomes and assessments system

Your agency requires an Organization Administrator

Magellan's outcomes and assessments system, accessed via Availity Essentials, allows access to assessment data across disciplines and between organizations. Providers can efficiently gather, share, and monitor the outcomes of members in their care. To efficiently utilize the system, each provider agency must have an **Organization Administrator** assigned within the outcomes and assessments system. **You/your organization was identified as not yet having an Organization Administrator.**

What you need to do

Email IdahoProvider@MagellanHealth.com with the following information:

1. Include "Organization Administrator Response" in the subject line.
2. Include the name of who should be the Organization Administrator for your agency in the message body.
3. Include the email address for the selected Organization Administrator in the message body.

In addition to providing the above information, ensure that the individual who should have Organization Administrator access has also logged into the outcomes and assessments system via **Availity Essentials**. If the individual has not logged in, Magellan will not be able to grant them Organization Administrator access in the outcomes and assessments system. For information on Availity Essentials, please reference the following resources:

- [Accessing Provider Functions in Availity Essentials Payer Space](#) (PDF)
- [Availity Essentials Handout](#) (PDF)

What comes next

- Once you have provided the name of your Organization Administrator, Magellan will update that individual's role in the outcomes and assessments system.
- You will receive email confirmation of this update. This email will come from either Idaho's Provider Relations team (IdahoProvider@MagellanHealth.com) or Idaho's Clinical team (IBHPClinical@MagellanHealth.com).
- With the new access, the Organization Administrator will be able to assign additional roles for providers at your agency. Refer to the Provider User Roles Job Aid below for insight into what Organization Administrators can do within the system.

Helpful training resources online

For help assigning roles in the system, the Organization Administrator can access the following resources:

- [Provider User Roles Job Aid](#) (PDF)
- [Editing User Roles for Providers](#) (PDF)
- [System Overview Demo](#) (10:20)

The Magellan Healthcare of Idaho website includes many other [on-demand training resources](#) to assist with the outcomes and assessments system. Visit our [Outcomes and Assessments System Training](#) webpage at MagellanofIdaho.com for more information.

Questions?

If you have questions about Magellan's outcomes and assessments system, or need additional guidance or training, email us at MagellanIdahoTraining@MagellanHealth.com.