



BED AVAILABILITY DATABASE **PROCESS FOR MARICOPA PROVIDERS**

- All Inpatient and Residential providers (Level I, Level II, Level III) and HCTC providers must update their bed availability
 - When to Complete Updates:
 - Whenever there is a change in bed status
 - Where to Find the Database:
 - On Magellan’s website at www.MagellanofAZ.com and then scroll down the page to “For Providers”
 - Click on “Provide Care” and click on “Check Appointment/Bed Availability”
 - Note: Providers must sign into the website with their username and password to access this database
 - Providers can also access this database once they signed into the website with their username and password
 - On the left-hand side menu on the “My Practice page” under “My Maricopa” section and then click on “Check or Update Appointment/Bed Availability”
 - How to Complete Updates:
 - On Magellan’s website at www.MagellanofAZ.com, providers should sign onto the website with their username and password
 - Scroll to the top of the page and click on “FAQs”
 - Click on “Web Site User Guides” under the “Frequently Asked Questions”
 - Find the “View/Update Maricopa County Appointment and Bed Availability” User Guide and follow the steps to “Update Bed Availability”
 - How to Check or View Bed Availability:
 - On Magellan’s website at www.MagellanofAZ.com, providers should sign onto the website with their username and password
 - Scroll to the top of the page and click on “FAQs”
 - Click on “Web Site User Guides” under the “Frequently Asked Questions”
 - Find the “View/Update Maricopa County Appointment and Bed Availability” User Guide and follow the steps to “Check Bed Availability”