Detailed Instructions to 'Print Current HAP'

To Print Current HAP: Once you are done with imputing information into the portal, there is an option to Print Current HAP. This allows you to print at any time before HAP submittal with all saved information.

1. Click on Member's Tab

oneCare Kansas a program of KanCare, Kansas Medicaid							
Home OCK Partn	s Members AP Histo	ory Reports Contact Us					
STATE OF I	KANSAS Members						
Medicaid Id	Members						
00123456789	TEST A MEMBER	Physical & Behavioral Health	Member Goals	Print Current HAP			

2. Find the member's name from list

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3. Click on 'Print Current HAP'

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4. Directed to printable HAP page.

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5. Click on the printer icon or the download icon

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6. If you click on the Print Icon the following pop-up will occur

- a. You can print all pages or select pages you want
- b. When done with how you want print clink on 'Export'

Print to PDF X
Page Range: _
All Pages
Select Pages
From:
To:
Print to PDF:
The viewer must export to PDF to print. Choose the Print option from the PDF reader application once the document is opened. Note: You must have a PDF reader installed to print. (eg. Adobe Reader)
Export

- 7. If you click on the download icon the following pop-up will occur
 - a. You can print all pages or select pages you want
 - b. When done with how you want print clink on 'Export'

Export	×
File Format:	
PDF	-
Page Range: _	
All Pages	
Select Pages	
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То:	
	Export