# Maintaining *your health*

## Find a Provider Online Doctor Directory

### The Simplest Way to Find a Doctor

Selecting a doctor and other health care professionals for you and your family is important. The Find a Provider online directory, available 24 hours a day, 7 days a week, makes it easy.

Find a Provider is the premier online search tool from Aetna. Up-to-date listings of participating doctors, medical professionals, and facilities are available at your fingertips. With the easy-to-use format, you can search online by name, specialty, gender and/or hospital affiliation.

#### What Does Find a Provider Allow me to do?

Choose the search option that works for you. Search by using a variety of criteria such as specialty, gender and/or hospital affiliation, or search using the health care professional's name.

Make the informed choice. Find a Provider gives you easy access to information about health care professionals. This includes information about medical school attended, board certification status and gender, as well as information about the provider's office(s), such as handicapped access, etc.

Get up-to-date information. Find a Provider is typically updated daily, giving you access to the latest available information.

Review a list of transplant facilities and pediatric congenital heart surgery facilities in our Institutes of Excellence<sup>™</sup> network.



Locate health care professionals and facilities using the criteria that's best suited to your needs.

Visit mycbs.org/health for more information

#### Step-by-Step Instructions To access Find a Provider, simply log on to

#### mycbs.org/ppo-aetna.

- 1) On the Aetna "Find a Provider" page, click on the "Medical" button.
- 2) Under the "What type of provider are you looking for?" heading, select one of the options for provider type.
- 3) Under the "Do you want to search by ZIP or state?" heading, enter the geographic information for the area where you wish to find a participating provider. Under the "Search by state" option, you can further narrow your selection by county and city.
- 4) You can run a search with the information you provided at this point or click on the "+ Advanced Search" link to open more options.

NOTE: You must enter the information in steps 2 and 3 in order to access the Advanced Search options. Under the Advanced Search options, you can also narrow your search by doctor or facility name and/or specialty type or medical condition.

- 5) If you already know the name of the provider or facility you are looking for, type the name in the "Doctor/Facility name" box.
- 6) Under "Specialty Type," you may add up to five specialties by clicking on the list provided and clicking "Add." If you want to change the specialty criteria, click on the "Remove" button.
- 7) You may also search for a specialist based on medical condition by clicking on the "Condition" button.
- 8) Click "Search."
- 9) You will be presented with a list of providers matching your criteria. You can obtain additional information about each provider by clicking on the "More Details" link under the provider's contact information.
- 10) You can create a list of providers you are interested in by clicking on the yellow "Add to my list" button under the contact information. There is also a "Compare side by side" button to help you find the right provider.

NOTE: Be sure to verify your search results! The Aetna Signature Directory is a convenience we're pleased to provide to our members. Please remember that directory information is for reference only. Always confirm with the provider that they are part of the ASA network before scheduling your appointment or receiving services.