

Christian Brothers Services

# Health & Benefits

Aetna Signature Administrators



## Directory of Healthcare Professionals

### *The Simplest Way to Find a Doctor*

Selecting a doctor and other healthcare professionals for you and your family is important. The Aetna Signature Administrators® Directory of Healthcare Professionals makes it easy.

The directory is the premier online search tool from Aetna. Up-to-date listings of participating doctors, medical professionals and facilities are available 24/7 at your fingertips.

### *What Does the Directory of Healthcare Professionals Allow me to do?*

Choose the search option that works for you. Search by location or the name of the healthcare professional or facility.

Make the informed choice. The Directory of Healthcare Professionals gives you easy access to a healthcare provider's information, including gender, medical school attended, board certification status and information about the provider's office(s).

Get up-to-date information. The Directory of Healthcare Professionals is typically updated daily, giving you access to the latest available information.



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

Visit [mycbs.org/health](http://mycbs.org/health)  
for more information

### **Step-by-Step Instructions**

To access the Directory of Healthcare Professionals log on to [mycbs.org/ppo-aetna](http://mycbs.org/ppo-aetna)

- 1) Under the "Start Search Here" banner, enter your home location (zip, city, county or state) to access providers specific to your plan benefits. Using the slide bar, you can set a mileage range for your search up to 100 miles from your location. Click "Search."
- 2) Under the "What do you want to search for near (your location)?" heading, if you already know the name of the provider or facility you are looking for, type the name into the search box.
- 3) To find what you need by category, choose one of the banners below the search box: Medical Doctors & Specialists, Hospitals & Facilities, Behavioral Health, Urgent Care, Alternative Medicine, Vision, Labs & Testing, Durable Medical Equipment or Common Procedures & Conditions. You can also review a list of facilities that have met standards to provide value and quality to our members in the Institutes of Quality®/Institutes of Excellence™ network.
- 4) If you searched for Medical Doctors & Specialists, you will next choose the doctor or specialty for which you are searching. A list of providers or facilities matching your criteria will appear. The list will include provider names, addresses, contact information and whether the provider is in-network. Compare up to three providers at a time by selecting the "Add to compare" box under the contact information.
- 5) If you searched for Hospitals & Facilities, you will next choose the facility (Walk-In Clinics, Urgent Care Centers, Hospitals, etc.). A list will appear with hospital or facility names, addresses, contact information and whether the provider is in network. Compare up to three facilities at a time by selecting the "Add to compare" box under the contact information.
- 6) In any of the provider lists, click on a provider/facility name to see more details, including Office Information, Other office locations, Experience, Ratings and Reviews, and Plan & Network Information. Filter your search further by selecting the "filter" icon in the top right corner of the page. You can filter by Languages, Gender, Hospital Affiliations, Office Detail, Certifications, Specialized Training & Programs, Group Affiliations and Provider Type.

**NOTE:** Be sure to verify your search results! The Aetna Signature Administrators® Directory of Healthcare Professionals is a convenience we are 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.