aetna®

Newark Board of Education
DocFind Instructions

Step 1: Visit Aetna's website at www.aetna.com/docfind

Step 2: On the right side of the page, under "**Continue as a Guest**" enter the Zip code or City, State you would like to "find a Provider". You may adjust the distance from zero to 100 miles. Click "SEARCH"

Step 3: Select your plan: you may type the name of your plan *(i.e.: "Aetna Choice POS II (Open Access)" or "Aetna Select"* in the box <u>or</u> scroll down to the appropriate category and then click on the appropriate plan name:

Plan Name	DocFind Plan selection is...
NBOE Choice POS II Aetna Open Access Managed Choice/PPO	Category = <u>Aetna Open Access Plans</u> Plan Name = <u>Aetna Choice POS II (Open Access)</u>
NBOE Aetna Select (Gated) Aetna HMO Plan	Category = <u>Aetna Standard Plans</u> Plan Name = <u>Aetna Select</u>
NBOE GSHP Choice POS II	Category = <u>Aetna Whole Health Plans</u> Plan Name = <u>(NJ) Aetna Whole Health℠- New Jersey - Choice POSII Multi -Tier</u>

Step 4: Enter name of your provider in the "what do you want to search for...?" box <u>or</u> "select category" box (then narrow your search further (ie: All Primary Care Physicians, Hospitals, Urgent Care, etc.)

Step 5: Review your results (*select either:* List view or Map View)