aetna®

Jackson Township Board of Education
DocFind Instructions

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

Step 2: Select Find a doctor, (top of the page in light gray bar).

Step 3: Select under "Guest", Plan from an employer

Step 4: 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 5: Select your plan: you may type the name of your plan *(ie: "Managed Choice (Open Access)" or "Savings Plus"* 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…
Open Access Managed Choice	Category = Aetna Open Access Plans Plan Name = Managed Choice POS (Open Access)
Savings Plus *<< 2-Tier Plan>>*	Category = Savings Plus Plans Plan Name = Savings Plus of New Jersey-Open Access Aetna Select

Step 6: 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 7: Review your results (*select either:* List view or Map View)