



Open Enrollment 2019 – Selection period Oct 15, 2018 to Nov 9, 2018

Selecting a PCP and updating the Enrollment Application

Your Primary Care Provider (PCP) is your family doctor - the one you see for regular check-ups, general health problems and referrals to specialists. A PCP is a provider in family practice, internal medicine, pediatric, or geriatric medicine.

There are three steps to complete your PCP selection:

1. Navigate to the PCP selection page of the Enrollment Application
2. Apply filters to the directory to narrow down the list of possibilities.
3. After reviewing the filtered list, select your choice and paste into the enrollment application.

Step 1 – Navigate to the PCP selection page of the Enrollment Application

When you click the “THT Online Directory” link on the middle of the page, our entire directory of providers will appear in a new browser window.

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Health Plan

Confirmation and Selection of Primary Care Provider (PCP)

Your Primary Care Provider (PCP) is your family doctor - the one you see for regular check-ups, general health problems and referrals to specialists. A PCP is a provider in family practice, internal medicine, pediatric, or geriatric medicine.

For the upcoming plan year, the PCP benefit has been enhanced. You can visit any in-network PCP and receive the same benefit as your selected PCP.

Below is a listing of the PCPs currently assigned to your household and definitions for each column.

- To Be Covered – **Caution** - All members listed must have a check mark next to their name. Otherwise, the enrollment application will remove them from medical coverage!
- Name – Not editable
- Age – Not Editable
- Provider ID (Six Digit Number) – Found on the THT online directory
- PCP Name – Found on the THT online directory
- Existing Patient – Not Used, but please ensure it is un-checked

If you added a new dependent, please enter a PCP for this person. You can enter the same PCP information as your other household members; however, please note pediatricians generally see patients younger than 18 years old.

Additionally, you can change a PCP or find a new PCP by following these steps. If you need assistance in selecting a PCP, please call your Healthcare Advocate Team at (855) 404-9355.

1. Follow this link [THT Online Directory](#) and a new browser window will appear.
2. The full provider directory will appear
3. On the left side of the screen, [apply a Filter](#) for "Primary Care", "Accepting New Patients", and a Zip Code convenient to you.
4. A filter list of PCPs will appear.
5. When you have determined the right PCP for you, copy the Provider Name and Provider ID from the THT Online Directory search page into the table below.

When you are finished, click on the "NEXT" button at bottom of this screen to continue.

Plan Name: Health Plan
Coverage Level: Employee Only

To Be Covered?	Name	Age	Provider ID (6 Digit Number)	PCP Name	Existing Patient
<input checked="" type="checkbox"/>	susan doe	43	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Online Directory: [Find](#)

Back Next

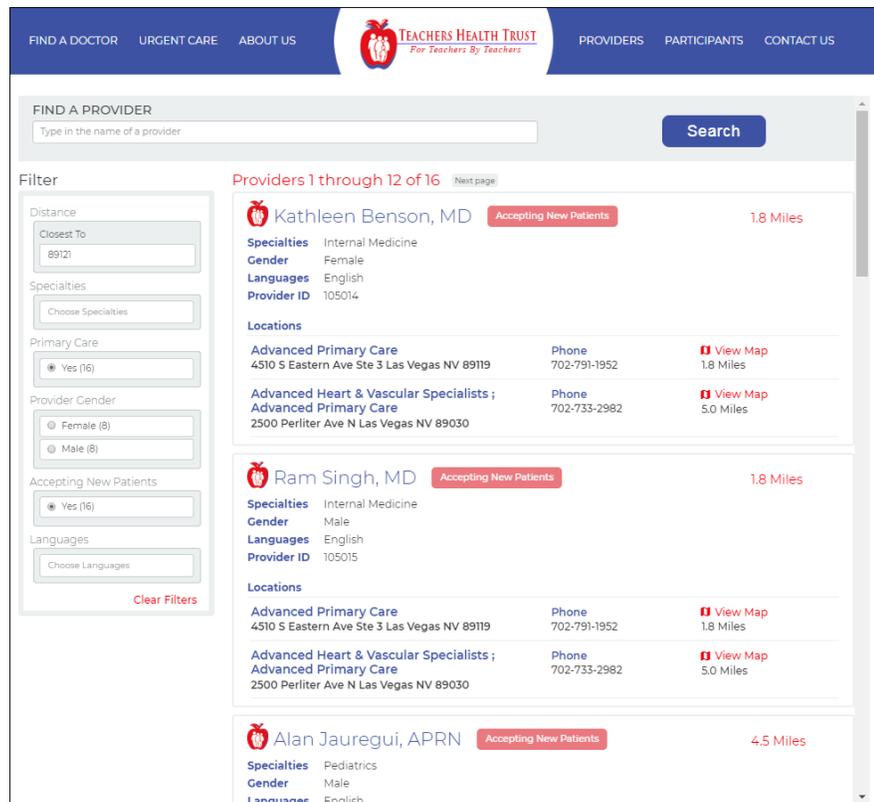
Step 2 - Apply the Filters to the Directory

From within the online directory window, you will apply three required filters:

1. Zip Code – Input a zip code convenient to you.
2. Primary Care – This filter shows you providers who qualify as a PCP.
3. Accepting New Patients – This filter shows you providers who can accommodate new patients.

Optional filters can tailor your search: Specialties, Gender, and Language.

- 1 
- 2 
- 3 



FIND A DOCTOR URGENT CARE ABOUT US  **TEACHERS HEALTH TRUST**
For Teachers By Teachers PROVIDERS PARTICIPANTS CONTACT US

FIND A PROVIDER
Type in the name of a provider **Search**

Filter

Distance
Closest To

Specialties

Primary Care
 Yes (16)

Provider Gender
 Female (8)
 Male (8)

Accepting New Patients
 Yes (16)

Languages

[Clear Filters](#)

Providers 1 through 12 of 16 [Next page](#)

Kathleen Benson, MD [Accepting New Patients](#) **1.8 Miles**

Specialties Internal Medicine
Gender Female
Languages English
Provider ID 105014

Locations

Advanced Primary Care 4510 S Eastern Ave Ste 3 Las Vegas NV 89119	Phone 702-791-1952	View Map 1.8 Miles
Advanced Heart & Vascular Specialists ; Advanced Primary Care 2500 Perliter Ave N Las Vegas NV 89030	Phone 702-733-2982	View Map 5.0 Miles

Ram Singh, MD [Accepting New Patients](#) **1.8 Miles**

Specialties Internal Medicine
Gender Male
Languages English
Provider ID 105015

Locations

Advanced Primary Care 4510 S Eastern Ave Ste 3 Las Vegas NV 89119	Phone 702-791-1952	View Map 1.8 Miles
Advanced Heart & Vascular Specialists ; Advanced Primary Care 2500 Perliter Ave N Las Vegas NV 89030	Phone 702-733-2982	View Map 5.0 Miles

Alan Jauregui, APRN [Accepting New Patients](#) **4.5 Miles**

Specialties Pediatrics
Gender Male
Languages English



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Step 3 - Select your PCP and paste into the enrollment application

The enrollment application needs two items: The Name of the PCP and the Provider ID.

Once you find a PCP that fits your needs, select these two fields from the online directory

Return to the enrollment application page and paste these two items into the enrollment application. Your selection process is complete!

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 4. A filter list of PCPs will appear.
 5. When you have determined the right PCP for you, copy the Provider Name and Provider ID from the THT Online Directory search page into the table below.

When you are finished, click on the "NEXT" button at bottom of this screen to continue.

Plan Name: Health Plan
 Coverage Level: Employee+Family

To Be Covered?	Name	Age	Provider ID (6 Digit Number)	PCP Name	Existing Patient
<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Online Directory: [Find](#)