

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 <u>click the "THT Online Directory"</u> link on the middle of the page, our entire directory of providers will appear in a new browser window.

Home You & Your Family - My Benefits - Sign & Submit Back	Next
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 geriat medicine.	ric
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	s 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.	
 Follow this link <u>THT Online Directory</u> and a new browser window will appear. The full provider directory will appear On the left side of the screen, <u>apply a Filter</u> for "Primary Care", "Accepting New Patients", and a Zip Code convenient to you. A filter list of PCPs will appear. While the screen of the screen of	
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	
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Online Directory: Find	
Back	xt



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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.

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		Languages English		



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.

	FIND A DOCTOR URGENT CAR	E ABOUT US	<u>ST</u> PROVIDERS	PARTICIPANTS CONTACT US
	FIND A PROVIDER Type in the name of a provider			Search
	Filter	Providers 1 through 12 of 16 Next page		
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Return to the enrollment application page and paste these two items into the enrollment application. Your selection process is complete!

4. A filter list of PC	of the screen, <u>apply a l</u> Ps will appear.	Filter for "Primary Care"	, "Accepting New Patients", and a Zi	ip Code convenient to you.	
5. When you have	determined the right P	CP for you, copy the Pro	vider Name and Provider ID from th	e THT Online Directory search p	bage into the table below.
/hen you are finished Plan Na Coverage Le	, click on the "NEXT" b me: Health Plan vel: Employee+Fami	outton at bottom of this : ily	screen to ntinue.		
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