



There are multiple ways to search for a Provider. This quick reference guide walks through the steps of searching for a Provider.

Select a Program

1. Select program from the **Program Name** drop-down list.

Note: Program Name is a mandatory field and only one (1) program can be selected.

The screenshot shows the 'Provider Search' form. The 'Program Name' dropdown menu is open, showing a list of options. A red box highlights the dropdown, and a red arrow labeled '1' points to it from the left. Other fields like 'NPI', 'Provider Specialty', 'State/Territory', 'City', 'Zip Code', and 'Radius Within' are visible but not selected.

Note: When **DFEC** is selected from **Program Name**, a new field **Active Billing (Any Program) In** appears with a drop-down list that allows users to search against all active Providers or Providers who have submitted bills in the last 12 months. **This field is mandatory.**

2. After selecting the program, proceed with one (1) of the following three (3) options to search for a Provider – **as there are multiple ways to further narrow down the search.**

The screenshot shows the 'Provider Search' form with 'Program Name' set to 'DFEC' and 'Active Billing (Any Program) In' set to 'Last 12 months'. Both fields are highlighted with red boxes. Other fields like 'NPI', 'Provider Specialty', 'State/Territory', 'City', 'Zip Code', and 'Radius Within' are visible.

Note: For **Active Billing (Any Program) In**, the system checks for active billing across all programs for a Provider, rather than checking for DFEC program only.

Search Option 1: Search for a Provider Using Provider Type and Specialty

1. Select the **Provider Type** from the drop-down list. The **Provider Specialty** drop-down list updates according to the Provider Type selected.
2. Select the applicable **Provider Specialty** from the drop-down list.
3. Select **Search**.

The screenshot shows the 'Provider Search' form with 'Program Name' set to 'DFEC' and 'Active Billing (Any Program) In' set to 'Last 12 months'. The 'Provider Type' dropdown is open, and the 'Provider Specialty' dropdown is also open. A red box highlights the 'Provider Type' dropdown, and a red arrow labeled '1' points to it. Another red box highlights the 'Provider Specialty' dropdown, and a red arrow labeled '2' points to it. A third red box highlights the 'Search' button, and a red arrow labeled '3' points to it. Below the form, a 'Provider List' table is shown with the message 'No Records Found!'.

Provider Name	Address	NPI	Phone Number	Provider Type	Provider Specialty
No Records Found!					



Search Option 2: Search for a Provider Near Your Location

1. To search for Providers within a City or State:

- Enter the city in the **City** field.
- Select the state from the **State** drop-down list.
- Select **Search**.

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Provider Search

Program Name: DFEC NPI: NPI Active Billing (Any Program) In: Last 12 months

Provider Type: Provider Specialty: State/Territory:

a City: City Zip Code: Zip Code Radius Within:

Please enter either 'First Name/Last Name' Or 'Business Name' for Provider Name match search.

First Name: First Name Last Name: Last Name Business Name: Business Name

c Search Reset

Provider List

Provider Name	Address	NPI	Phone Number	Provider Type	Provider Specialty
No Records Found!					

2. To search for Providers near your location across cities and states:

- Enter the zip code in the **Zip Code** field.
- Select the radius from the **Radius Within** drop-down list.

Note: The search radius used may be up to 75 miles.

- Select **Search**.

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Provider Search

Program Name: DFEC NPI: NPI Active Billing (Any Program) In: Last 12 months

Provider Type: Provider Specialty: State/Territory:

a City: City Zip Code: Zip Code b Radius Within:

Please enter either 'First Name/Last Name' Or 'Business Name' for Provider Name match search.

First Name: First Name Last Name: Last Name Business Name: Business Name

c Search Reset

Provider List

Provider Name	Address	NPI	Phone Number	Provider Type	Provider Specialty
No Records Found!					

Search Option 3: Search for a Provider Using Provider Name

1. Enter the Provider's **First Name** or **Last Name** in the respective fields

or

Enter the Provider's **Business Name** in the respective field.

Note: A percent (%) symbol can be used as a wildcard to search if the exact name is not known.

Provider Search

Program Name: DFEC NPI: NPI Active Billing (Any Program) In: Last 12 months

Provider Type: Provider Specialty: State/Territory:

City: City Zip Code: Zip Code Radius Within:

Please enter either 'First Name/Last Name' Or 'Business Name' for Provider Name match search.

1 First Name: First Name Last Name: Last Name Business Name: Business Name

Search Reset

Provider List

Provider Name	Address	NPI	Phone Number	Provider Type	Provider Specialty
No Records Found!					

2. Select **Search**.

Provider Search

Program Name: DFEC NPI: NPI Active Billing (Any Program) In: Last 12 months

Provider Type: Provider Specialty: State/Territory:

City: City Zip Code: Zip Code Radius Within:

Please enter either 'First Name/Last Name' Or 'Business Name' for Provider Name match search.

2 Search Reset

Provider List

Provider Name	Address	NPI	Phone Number	Provider Type	Provider Specialty
No Records Found!					



View Search Results

The Provider search results display under the **Provider List** section. The following columns display in the search results:

- Provider Name
- Address
- NPI
- Phone Number
- Provider Type
- Provider Specialty

Note: The search results can be downloaded as a CSV file using the **SaveToCSV** button if needed.

Provider Name	Address	NPI	Phone Number	Provider Type	Provider Specialty
Test Smoke2	23014 Blue Flag Cr, Clarksburg, Maryland 20871	6809710905	(121) 456-7890	General Hospital	Children
Houston Methodist St. Johns Hospital	18300 Hospital Blvd, Nassau Bay, Texas 77058	1952723967	(281) 333-5503	General Hospital	Children
Saint Francis Medical Center	530 N. Glen Oak Avenue, Peoria, Illinois 61637	1013202530	(309) 683-3104	General Hospital	Children
Our Saint James Medical Center	2500 W. Reynolds Street, Pontiac, Illinois 61794	1053421701	(815) 842-2828	General Hospital	Children
Ashmun Medical Hospital	120 S. Gibson St, Madras, Wisconsin 54451	1616079997	(715) 847-2304	General Hospital	Children
Our Little Company Of Mary Medical Center	2800 W. 95th St, Evergreen Park, Illinois 60805	1216572045	(309) 683-3104	General Hospital	Children
Ponca City Medical Center	1900 North 14th Street, Ponca City, Oklahoma 74801	1225077035	(580) 765-3321	General Hospital	Children
Our St Mary Medical Center	3333 N Seminary Street, Galesburg, Illinois 61401	1053421248	(309) 683-3104	General Hospital	Children
Centura Porter Adventist Hospital	2525 S Downing St, Denver, Colorado 80210	1601800594	(303) 643-0910	General Hospital	Children
Sharkey-Issaquena Community Hosp	47 S 4th St, Rolling Fork, Mississippi 39159	1013004795	(662) 873-5174	General Hospital	Children
Novant Health New Hanover Regional Medical Center, Llc	213 S 17th St, Wilmington, North Carolina 28401	1750159139	(336) 277-8755	General Hospital	Children
La Paz Regional Hospital	5200 Mohave Road, Parker, Arizona 85344	1053646555	(602) 665-7382	General Hospital	Children
Shorepoint Health Port Charlotte	2500 Harbor Blvd, Port Charlotte, Florida 33952	105394703	(841) 796-4122	General Hospital	Children
Punta Gorda Hima Inc	809 E Marion Ave, Punta Gorda, Florida 33950	1104870245	(841) 444-8251	General Hospital	Children
Santiam Memorial Hospital	1481 N 10th Ave, Stayton, Oregon 97383	1003890997	(503) 769-9255	General Hospital	Children
Long Beach Memorial Med Center	2801 Atlantic Avenue, Long Beach, California 90806	1943325459	(562) 933-2000	General Hospital	Children
Grant Medical Center	111 South Grant Avenue, Columbus, Ohio 43215	1259377149	(614) 578-6266	General Hospital	Children
Carle Regional Medical Center	1501 Highland Ave, Burlington, Illinois 63318	1603268865	(248) 391-1145	General Hospital	Children
M Health Fannin Northland Regional Hospital	911 Northland Dr, Princeton, Minnesota 55371	1013073377	(612) 872-5346	General Hospital	Children
Advocate Lutheran General Hosp	1775 Dempster St, Park Ridge, Illinois 60068	1164539730	(847) 723-2210	General Hospital	Children

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