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.

   ![Program Name Drop-Down List](image)

   **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.

   ![Provider Search](image)

   **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.

   ![Search](image)
Search Option 2: Search for a Provider Near Your Location

1. To search for Providers within a City or State:
   a. Enter the city in the City field.
   b. Select the state from the State drop-down list.
   c. Select Search.

2. To search for Providers near your location across cities and states:
   a. Enter the zip code in the Zip Code field.
   b. Select the radius from the Radius Within drop-down list.
   Note: The search radius used may be up to 75 miles.
   c. Select Search.

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.

2. Select Search.
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.