Selecting a Program

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

1. From the **Program Name** drop-down list, select the program.

   **Note:** The **Program Name** field is mandatory, and only one program can be selected at a time.

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

   **Note:** When DFEC is selected from **Program Name**, a new field **Active Billing (Any Program)** 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.**

   ![Active Billing Drop-down List](image)
2. After selecting the program, proceed with one (1) of the following three (3) options to search for a Provider – *(Multiple search fields can be used at once to further narrow search results.)*

a. Searching for a Provider Using Provider Name or Business Name
b. Searching for a Provider Using Provider Type and Specialty
c. Searching for a Provider Near Your Location

**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: Searching for a Provider Using Provider Name or Business 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, or the City may have a different spelling, such as St Louis or Saint Louis.

2. Select **Search**.
Search Option 3: Searching for a Provider Near Your Location

1. To search for Providers within a City or State:
   a. In the **City** field, enter the city.
   b. From the **State** drop-down list, select the state.
   c. Select **Search**.

2. To search for Providers near your location across cities and states:
   a. In the **Zip Code** field, enter the zip code.
   b. From the **Radius Within** drop-down list, select the radius.
   **Note:** Based on the combination of filters used, a pop-up message opens. The search radius used is up to 75 miles.
   c. Select **Search**.
Search Option 2: Searching for a Provider Using Provider Type and Specialty

1. From the **Provider Type** drop-down list, select the provider type. The **Provider Specialty** drop-down list updates according to the provider type selected.

2. From the **Provider Specialty** drop-down list, select the applicable option.

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

- Provider Name (Group Practice Name)
- Address
- Phone Number
- Provider Type
- Provider Specialty
- Enrollment Type
- NPI

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