



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 is highlighted with a red box. A red arrow labeled '1' points to this dropdown. Other fields include NPI, Provider Specialty, State/Territory, City, Zip Code, Radius Within, First Name, Last Name, and Business Name. There are 'Search' and 'Reset' buttons at the bottom right.

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'. A new dropdown field 'Active Billing (Any Program) In' is visible, with 'Last 12 months' selected. Other fields include NPI, Provider Specialty, State/Territory, City, Zip Code, Radius Within, First Name, Last Name, and Business Name. There are 'Search' and 'Reset' buttons at the bottom right.

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. The 'Program Name' is 'DFEC' and 'Active Billing (Any Program) In' is 'Last 12 months'. The 'Provider Type' dropdown is highlighted with a red box and a red arrow labeled '1'. The 'Provider Specialty' dropdown is highlighted with a red box and a red arrow labeled '2'. The 'Search' button is highlighted with a red box and a red arrow labeled '3'. Below the form is a 'Provider List' table with columns for Provider Name, Address, NPI, Phone Number, Provider Type, and Provider Specialty. The table currently shows 'No Records Found!'.



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**.



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	880970095	(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) 693-3104	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	126 S. Gibson St, Madison, Wisconsin 54491	1816079997	(715) 847-2304	General Hospital	Children
Our Little Company Of Mary Medical Center	2800 W. 95th St, Evergreen Park, Illinois 60805	1216572045	(309) 693-3104	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) 693-3104	General Hospital	Children
Centura Porter Adventist Hospital	2525 S Downing St, Denver, Colorado 80210	1801800594	(303) 843-0910	General Hospital	Children
Sharkey-Issaquena Community Hosp	47 S 4th St, Rolling Fork, Mississippi 39159	1013084795	(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	1194870245	(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	(419) 578-6266	General Hospital	Children
Carle Regional Medical Center	1501 Highland Ave, Urbana, Illinois 62318	1663268865	(248) 381-1145	General Hospital	Children
M Health Fannin Northland Regional Hospital	911 Northland Dr, Princeton, Minnesota 55371	1013807377	(612) 872-5346	General Hospital	Children
Advocate Lutheran General Hosp	1775 Dempster St, Park Ridge, Illinois 60068	11645939730	(847) 723-2210	General Hospital	Children

