



Westport Board of Education DocFind Instructions

Step 1: Visit Aetna's website at www.aetna.com/docfind

Step 2: On the right side of the page, under "**Continue as a Guest**" enter the Zip code or City, State you would like to "find a Provider". You may adjust the distance from zero to 100 miles. Click "SEARCH"

Step 3: Select your plan: you may type the name of your plan (*ie: "Managed Choice (Open Access)"*) in the box or scroll down to the appropriate category and then click on the appropriate plan name:

Plan Name	DocFind Plan selection is...
<u>Open Access Managed Choice</u>	Category = <u>Aetna Open Access Plans</u> Plan Name = <u>Managed Choice POS (Open Access)</u>

Step 4: Enter name of your provider in the "what do you want to search for...?" box or "select category" box (then narrow your search further (*ie: All Primary Care Physicians, Hospitals, Urgent Care, etc.*))

Step 5: Review your results (*select either: List view or Map View*)