



DocFind Instructions – Initial Enrollment

Step 1: Visit Aetna’s website at www.aetna.com

Step 2: At the top of the webpage, click on “**Find A Doctor**”

Step 3: On right side of page under the section labeled “**Not a member yet**” select “**Plan from an employer**” (*1st choice on the list*)

Step 4: Under Continue as a Guest, enter you zip code, city, state or county

Step 5: You will be asked to “**Select a Plan**”. Use the Key below to help you make the correct selection:

If you are enrolling in	DocFind Plan selection is...
Aetna Managed Choice POS Plan	Category Heading = <u>Aetna Standard Plans</u> Plan Name = Managed Choice POS
Aetna Choice POS II (PPO) Plan Educators Plan or HDHP plan	Category Heading = <u>Aetna Open Access Plans</u> Plan Name = Aetna Choice POS II (Open Access)
Aetna Whole Health Garden State Plan	Category Heading = <u>Aetna Whole Health Plan</u> Plan Name = (NJ) Aetna Whole Health New Jersey Choice POS II
Aetna Savings Plus	Category Heading = <u>Aetna Open Access Plans</u> Plan Name = Open Access Select

Step 6: Click **CONTINUE** to search for the type of provider.