



## Find a NorthShore Employee Network Provider (NorthShore Advantage and Consumer Choice Plans)

### PULSE

1. Login <http://pulse> from any NorthShore computer.
2. Under “Physician Resources” menu, click “Physician Finder.”
3. Type the last name of the physician you would like to confirm is in the NorthShore Employee Network in the “Find a Doctor” field. Click on the magnifying glass to the right of the search field. *You can also search for a physician by Affiliation, Clinical Service, Gender, Language, Insurance, or Location along the left-hand side of the screen by clicking on your area of interest.*
4. Once you have found your physician, click the physician’s name and the “Insurance” tab. If “NorthShore Employee Network” is listed as one of the Insurance Plans, the physician is available in the NorthShore Employee Network

### INTERNET

1. Login [www.northshore.org](http://www.northshore.org) from any computer.
2. Click “Find a Doctor” (top-left corner of screen).
3. You can search for a provider in three ways:
  - a. Type the last name of the physician you would like to confirm is in the NorthShore Employee Network in the “I’m looking for my Doctor” search field
  - b. Enter the city or zip code where you would like to find a NorthShore provider in the “I’m looking for a Primary Care Physician” search field
  - c. Type the specialty of the physician you are searching for in the “I’m looking for a Specialist” search field
4. Click on the magnifying glass to the right of the search field. Clicking this button will also allow you to search for a physician by Affiliation, Clinical Service, Gender, Language, Insurance, or Location along the left-hand side of the next screen by clicking on your area of interest.
5. Once you have found your physician, click the physician’s name and the “Insurance” tab. If “NorthShore Employee Network” is listed as one of the Insurance Plans, the physician is available in the NorthShore Employee Network.



### AETNA NETWORK MEDICAL PLAN PROVIDERS

#### For NorthShore Advantage Plan: NorthShore, Aetna, and Out-of-Network Access, and Consumer Choice Plan

To find out if your providers are in the Aetna Network, access Aetna’s online provider finder, Aetna **DocFind®**. There, you can search for doctors, hospitals, facilities and other healthcare professionals.

1. Go to [www.aetna.com/docfind](http://www.aetna.com/docfind).
2. In the “Find Health Care Services” box, enter the relevant criteria: Name, Specialty, procedure or condition and zip code or city state and click search.
3. Among the required fields, you must select a Plan. In the “Select a Plan” box, scroll down to “Aetna Open Access® Plans.” Then, select one of the following:
  - For the PPO Plan, choose Aetna Choice® POS II (Open Access)
  - For the EPO Plus Plan, choose Aetna Select(SM) (Open Access)

You can also search for a provider by specialty, name, hospital affiliation, languages spoken and/or other search criteria. To narrow down your search, click on the gray box called “More Options.”

4. Click on “Start Search” for results.



## GUARDIAN NETWORK DENTAL PLAN PROVIDERS

Visit Guardian's web page at <https://www.guardiananytime.com>:

1. At the top of the screen click on the "Find a Provider" link.
2. Click on the box called "Find a Dentist."

**On the next web page, do the following:**

1. Under "Select Your Dental Plan," choose either **DHMO/Pre-paid** or **PPO**.
2. Select a search type and fill in the required information.
3. Under "Select Your Dental Network", choose the relevant network.
  - For DMO, choose "First Commonwealth DHMO"
  - For PPO, choose "DentalGuard Preferred"
4. Under "Select the Type of Dentist", choose an option from the drop-down box and then click "Continue". The following is optional:
  - Under "About the Dentist," enter the relevant information.
  - In the drop-down box at the bottom of the screen, select the number of providers you want to display per page.
  - Click "Continue" get a list of network providers.