



## South Brunswick Board of Education

### DocFind Instructions – 2021 Open Enrollment

**Step 1:** Visit Aetna's website at [www.aetna.com/Docfind](http://www.aetna.com/Docfind)

**Step 2:** Select under "Guest", Plan from an employer

**Step 3:** 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 4: Select your plan:** you may type the name of your plan (ie: "Managed Choice (Open Access)" or "Savings Plus" in the box or scroll down to the appropriate category and then click on the appropriate plan name:

Plan Name	DocFind Plan selection is...
<b><u>Aetna Choice POS II</u></b>	Category = <u>Aetna Open Access Plans</u> Plan Name = Aetna Choice® POS II (Open Access)
<b><u>Aetna Open Access</u></b> <b><u>Aetna Select</u></b>	Category = <u>Savings Plus Plans</u> Plan Name = Savings Plus of New Jersey-Open Access Aetna Select

**Step 5: 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 6:** Review your results (*select either:* List view or Map View)