

## Locating Providers

Our Provider Search contains nationwide coverage on a wide range of provider types with in-depth information about the individual or entity including demographics, board certification and more. You can search Provider records using the following criteria:

- Last Name
- First Name
- Middle Name
- Date of Birth
- Street Address
- City
- State
- Zip
- Tax ID (SSN)
- License Number
- License State

Results include: Name(s), Address, Phone(s), DOB, License State, License Number, and Tax ID.

Click on the Provider Report icon to obtain more details, such as: Provider Information, License Information, DEA Numbers, Specialties, Business Addresses, Group Affiliations, Hospital Affiliations, and Education Information.

## Quick Start

First, try to find a Provider record using one or more of the following search techniques:

- 1. Search by Name and State. If too many records are returned, try adding a City. You can also use a partial first name.**
- 2. Search by Name and DOB (MM/DD/YYYY).**
- 3. Search by Address, City, and State.**
- 4. Search by Tax ID (SSN).**
- 5. Search by License Number or License Number and State.**

Choose your result output by marking the appropriate radio button next to **Output Type**.

**Formatted HTML** provides an interactive web page including hyperlinks to generate reports.

**Cut and Paste/Printer Friendly Text (No Reports)** provides a web page with plain text, making it easier to copy and paste into a document.

## Helpful Search Tips

### **SEARCH BY LAST NAME**

On the **Provider Search** Tab within the **Businesses** menu, type the Provider's Last Name in the **Last Name** field, then CLICK on the Search button. If more records are returned than are practical to review, refine your search as described below.

### **REFINE A NAME SEARCH**

Adding criteria, such as first name, middle name or initial, city, state, or ZIP code, refines a search. The more criteria you provide, the more precise (narrow) the results will be.

Keep in mind that some records may not contain a middle name or initial, so providing one could eliminate records you may want included.

### **SEARCH BY ADDRESS**

On the **Provider Search** Tab within the **Businesses** menu, type the Provider's Address, City, and State in the appropriate fields, then CLICK on the Search button. This returns records using that address. If more records are returned than are practical to review, refine your search as described below.

### **SEARCH BY TAX ID (SOCIAL SECURITY) NUMBER**

On the **Provider Search** Tab within the **Businesses** menu, type the Provider's Tax ID (Social Security) Number in the appropriate field, then CLICK on the Search button. This returns records using that number.

### **SEARCH BY LICENSE NUMBER**

On the **Provider Search** Tab within the **Businesses** menu, type the Provider's **License Number** in the License Number field, then CLICK on the Search button. (This will, however, return results for the specified License Number in any of the states for which we have coverage.) If more records are returned than are practical to review, refine your search by inputting a state in the State field.

**Note:** Due to Federal regulations, DEA License number may not be available as a searchable field for some customers. In addition, DEA License Number and Expiration Date data may also be restricted in Search Results and Reports.

### **NARROW LIST OF RESULTS**

If your search returns a long list of results, we recommend adding the following criteria, if known, in this order:

1. **First Name or First Initial** - If you are not sure of the entire first name, type an initial or the first few letters in the **First Name** field.
2. **State** - Entering a state narrows the results to Providers living in that state.
3. **City** - Entering a city, in addition to the state, further narrows the results to Providers in the specified city and state.
4. **Middle Name or Initial** - If your results return multiple listings with the same first and last name, add the Provider's middle name or initial. Remember that some records do not contain middle names or initials and will be excluded.

### **EXPAND LIST OF RESULTS**

If too few or no results are returned, loosen the criteria by removing the most precise or uncertain criteria (e.g., middle name or initial or city).

### **FIND A RECORD IN THE DISPLAYED LIST**

Identify the number of unique records by examining the information listed. Examine the records to determine if the displayed information fits what is known about the Provider.