



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 “**Guests**” 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 your QualCare Plan was.....	Your Aetna equivalent plan is.....	DocFind Plan selection is...
QualCare PPO \$15	Aetna Choice POS II \$15	Category Heading = <u>Aetna Open Access Plans</u> Plan Name = Aetna Choice POS II (Open Access)
QualCare POS Buy Up	Aetna Choice POS II Buy Up	Category Heading = <u>Aetna Open Access Plans</u> Plan Name = Aetna Choice POS II (Open Access)
QualCare POS Core	Aetna Choice POS II Core	Category Heading = <u>Aetna Open Access Plans</u> Plan Name = Aetna Choice POS II (Open Access)

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