



## Detailed Instructions: Online Provider Search

### To search for a primary care provider, by name:

1. Type in a zip, city, or county to begin. Press “Go.” You can also skip this step by pressing the “x” in the upper right-hand corner of the pop-up box if you don’t know the location.
2. Click “Show Advanced Filters” in the blue bar.
3. Enter the primary care provider’s first name and/or last name. Also, you can select more search options, such as gender, Board Certification/Accreditation, language spoken, and whether they are accepting new patients.
4. Click “Search” in the blue bar above the Advanced Filters.
5. Be sure to review if the provider is accepting new patients and which of our plans they accept (I.e. Washington Apple Health) in the search results.
6. You can either print all the results or print the page of results displayed by using the buttons on the right-hand side above the results.

### To search for a specialty:

1. Type in a zip, city, or county to begin. Press “Go.” You can also skip this step by pressing the “x” in the upper right-hand corner of the pop-up box if you don’t have a set location.
2. Click the “Filter by Specialties” search box and enter the specialty you are looking for (I.e. Dermatology).
3. **Uncheck the “Primary Care Providers” box just to the right of this search box.**
4. Click “Search” in the blue bar above the Advanced Filters.
1. If you entered a location, the search will automatically display results within **5 miles** of the location you entered. To expand the distance, use the drop down menu on the left-hand side above the results (I.e. “There are 15 of 25 locations shown within: 5 miles.”)
5. If you did not enter a location, it will show you all results statewide.
6. To filter your results further, click “Show Advanced Filters” in the blue bar above the results. This is where you will enter information like the CHPW plans they accept (I.e. Washington Apple Health).
7. You can either print all the results or print the page of results displayed by using the buttons on the right-hand side above the results.

### To search for a facility, like a Clinic or a Hospital:

1. Type in a zip, city, or county to begin. Press “Go.” You can also skip this step by pressing the “x” in the upper right-hand corner of the pop-up box if you don’t know the location.
2. Click “Show Advanced Filters” in the blue bar.
3. Enter either the Clinic Name or Hospital.
4. Click “Search” in the blue bar above the Advanced Filters.
5. If you entered a location, you can expand or reduce the distance in the search results. Use the drop down menu on the left-hand side above the results (I.e. “There are 15 of 25 locations shown within: 5 miles.”)
6. You can either print all the results or print the page of results displayed by using the buttons on the right-hand side above the results.