



**Disclaimer:** *The inclusion or exclusion of a provider is not a guarantee of a provider's enrollment status. Provider enrollment changes which occur on the day of your search will not be reflected in the results.*

## To Perform a Search for Fee For Service Physicians in the PROMISE Provider Directory:

1. Make selections in at least two of the following three sections to initiate a search.
  - **Practice Type** – Will have a default **Provider Type** selection.
  - **Location of Practice.**
  - **Provider Name.**
2. **Practice Type:**
  - **Type of Provider (Required):** The value is defaulted to **Physician**.
  - To search for a specific Specialty, select a Specialty from the **Provider Specialty** dropdown. Specialty is **Optional**, when left empty, all the available Specialties for the Provide Type will be included in the search criteria.
3. **Location of Practice:** To search by the address of the practitioner, a combination of the following fields may be used with the following conditions:
  - **State** – When the State has value 'PA – Pennsylvania', **City**, **County** or **Zip Code** must be in selection. When a State has a value other than 'PA – Pennsylvania', **City** or **Zip Code** must be entered.
  - **City** – A State must be in selection to search by a City. Enter the exact spelling of the city, and/or
  - **County** – Select a county from the drop-down list (the list displays only Pennsylvania counties when State has value 'PA – Pennsylvania'), and/or
  - **Zip Code** – Enter the 5-digit or 9-digit (ZIP + 4) zip code. **Zip Code can be selected without any other selections under Location of Practice.**



4. **Provider Name:** To search for a specific provider, one or both of the following fields may be used:
  - Enter the provider's **Last Name or Business Name**.
  - If desired, enter the provider's **First Name**. The **Last Name** field is required when the **First Name** is entered.
  - Select the **Match Type**:
    - **Exact Match** – To search for a provider name exactly as typed.
    - **Contains** – The search results will contain the entered information. To perform a search using this match type, a minimum of three characters must be entered in the **Last Name or Business Name** field.
    - **Phonetic Match** – The search results will be based on the way the entered information sounds, as pronounced in English.
5. Select the number of **Results to Display per Page**. The default will be 20 search results per page.
6. Click the **Search** button to search for provider matches, or click the **Clear** button to reset the fields and begin with a blank search.

## The Search Results:

**Disclaimer:** *Please note the directory contains physicians enrolled in the PA Medical Assistance (MA) program. Patients who need a physician and are using this directory should contact the physician's office to determine if they will accept PA MA Fee-for-Service, known as ACCESS, and if the physician is accepting new patients before making an appointment.*

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If no providers are found to match your search criteria, the message "*There are no providers that meet the selected search criteria*" will be displayed. Click the **Return to Search** button to go back to the Provider Search page and perform another search.



The search results will display the providers' service location Name, Specialty, Phone, Street Address, City, State, Zip and County. The results will be sorted alphabetically by Name. When the Names match, the rows will be sorted in the ascending order of Specialty, City and Street Address.

The Search Results will also show the number of providers that met your search criteria, and the number of pages of search results.

Example: *"45 records returned. You are viewing page 2 of 9."*

If there are multiple pages of results, navigation buttons will appear.

- **First** – will direct you back to the first page of the search results,
- **Previous** – will display the previous page of results,
- **Next** – will display the next page of results, and
- **Last** – will direct you to the last page of the search results.

Click the **Return to Search** button to perform another search for the FFS Physicians in PROMISE Provider Directory.

#### **Download to CSV File:**

Click on the CSV icon in the bottom of the page to download the results on to a CSV file. The rows in the CSV file will be sorted in the same order as the results.