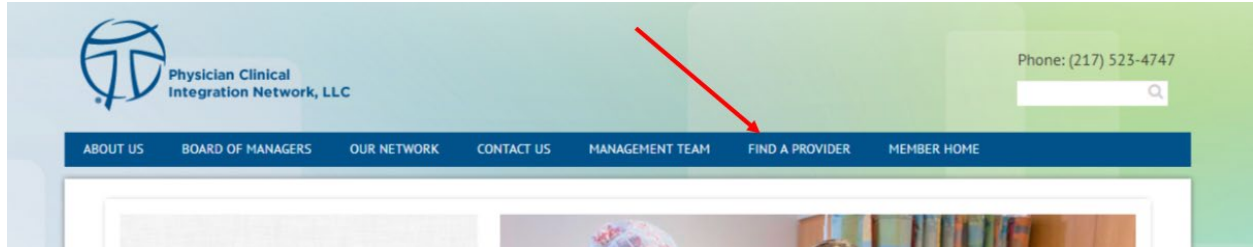


PCIN Provider Search Tip Sheet

PCIN's "Find a Provider" link can be found in the navigation bar at the top of PCIN's Homepage, www.pcinmd.org.



You can also follow this link to take you directly: <https://pcin.memberclicks.net/click-here-to-find-a-provider#/>

If your "Find a Provider" page does **NOT** look as shown below, you may need to delete the cookies off your web browser and try again.

A screenshot of the PCIN 'Find a Provider' search page. The page has a white background with a blue header. The header includes the PCIN logo and name 'Physician Clinical Integration Network, LLC', a 'Member Login' button, and a search box. Below the header is a navigation bar with two links: 'Back to PCIN Home Page' and 'Click Here to Find a Provider'. The main content area is titled 'Please choose from a list of groups and practices in your network.' and contains several input fields: 'Practice Name', 'Group Name', 'Primary Specialty' (dropdown), 'Secondary Specialty' (dropdown), 'Contact Name', 'Credentials', 'Enter an address or a zip code', and 'Region' (dropdown). There are 'Clear' and 'Search' buttons at the bottom of the form. On the right side, there is a 'Quick Links' section with an 'Announcements' link and a welcome message. The footer contains the copyright notice '© Copyright 2017, Physician Clinical Integration Network' and a 'Back to top' link.

There are multiple ways to search for a Provider, Practice or Group. Please note:

- You can enter as many search criteria/combinations as you like to refine your results.
- The search engine requires you to spell the name, address, etc. *exactly* as it appears in the database. This is true for all punctuations and special characters but does not apply to capitalizations.
- Once you add a single letter or comma that isn't recognized, your search will not pull the way you intended.
- It is sometimes better to be vague if you are having difficulties.

Practice Name:

This search function allows you to search by Practice Name.

Example: You're searching for the group **Allergy, Asthma & Immunology Center, SC** – the table below shows correct and incorrect search criteria.

Correct Searches	Incorrect Searches
Allergy, Asthma & Immunology Center, SC	Allergy Asthma & Immunology Center (<i>missing commas</i>)
Allergy, Asthma	Allergy Asthma (<i>missing commas</i>)
asthma & immunology	Allergy & Immunology Center (<i>name fragmented</i>)
Immunology Center, SC	Asthma and Immunology Center (<i>name fragmented</i>)

As shown above, sometimes a single comma may be the reason a search is coming up empty.

If you are uncertain how a Practice Name may be listed, search for a word less likely to be overused by other practices.

In this example, you could search for "Immunology" in the Practice Name field and your search will pull all Practices with the name "Immunology" in it.

You could also refine this search by adding more criteria:

- Add "Immunology" to the Practice Name field.
- Add zip code "62684" to the Enter an Address, City or Zip Code field.
- The database then pulls all Practices with the name Immunology in it, nearest to the zip code entered.

Group Name:

- This search allows you to search by Group Name.
Note: The Group Name is the name of the parent organization to which a practice belongs, it will not always be the same as the Practice Name.
 - For example, the practice, "Springfield Priority Care – S. MacArthur", would be a part of the Group, "HSHS Medical Group".

- Again, you must spell the Group Name exactly how it is spelled in the database, if you are unsure of spelling, be vague.
- Example, if you are searching for Prairie Cardiovascular Consultants, LTD., but unsure of where the commas are or the LTD., you could search for “Prairie Cardio” and the database will pull all Groups with Prairie Cardio in their name.

Primary Specialty or Secondary Specialty:

- This search function allows you to search from our drop-down list of specialties.
- For example, this search is helpful if you are looking for a provider practicing Pediatric Medicine in Belleville, IL.
 - Select “Pediatric Medicine” from the Primary Specialty drop-down menu.
 - Add “Belleville, IL” to the Enter an Address, City or Zip Code field.
 - The database then pulls all providers with a specialty of Pediatric Medicine nearest to Belleville, IL.

Contact Name (aka Provider name):

- This search function allows you to search by Contact Name (or provider name).
- For example, you enter “John,” the database will produce everyone with either the *first* name or *last* name of John. It will also produce everyone with any form of John in their name, Johnson, Johns, Littlejohn, etc.
- The more unique a first or last name, the more refined the search will be. The more common a name is, the more likely you will need to look through several records. Therefore, find something that is unique about their name and use that as your search criteria.
- Another example, if you are looking for a Robert Buzzell, he may be entered into the database as Rob or Bob, etc, so instead of searching specifically for “Robert Buzzell” try entering just his last name, “Buzzell.” You could also search for “Buzz” and the database will pull everyone with “Buzz” in their name.

Credentials:

- This search function allows you to search by Credentials.
- For example, you are searching for an “MD” with “HSHS Medical Group” and Specialty is “Pediatric Medicine”, the database will produce all MDs with HSHS Medical group whose specialty is Pediatric Medicine.

Enter an Address or a Zip Code

- This search function allows you to search by address, city or zip code.
- This function also must be entered in exactly as it appears or best to be vague. If our database has an address of 1234 S Main St and you enter 1234 South Main St, the information entered does not match our database, and your results will not pull the way you intended.
- Therefore, it is likely best to search by City or Zip Code instead.
- For example, you could search:
 - Specialty “Cardiology”
 - In the Enter an Address, City or Zip Code enter “54701” and the database will pull all those with a specialty of Cardiology nearest to zip code 54701.
- Again, you can add as much criteria as you like to refine your searches.

Regions

- This search function allows you to search by PCIN regions (see map of regions below).
- For example, you could search for Specialty “Dermatology” in Region 2, and the database will pull all providers in Region 2 with a specialty of Dermatology.



Amending Your Search Criteria

- If you would like to return to the original search screen, after a search, to fix spelling, add criteria, etc, you may use the “Show Search Criteria” button and go back to your original search, keeping all your original search information.
- The “Show Search Criteria” button is located above the top right corner.

The screenshot shows the top of the Physician Clinical Integration Network website. The header includes the logo and name 'Physician Clinical Integration Network, LLC', a 'Member Login' button, and a search bar. Below the header is a navigation bar with 'Back to PCIN Home Page' and 'Click Here to Find a Provider'. The main content area shows search results for '466 Results'. A red arrow points to the 'Show Search Criteria' button located in the top right corner of the results section. Below the button, there are two provider profiles: Anwar Abdul-Hadi MD and Mohamad Adam MD. The right sidebar contains 'Quick Links' and 'Announcements'.

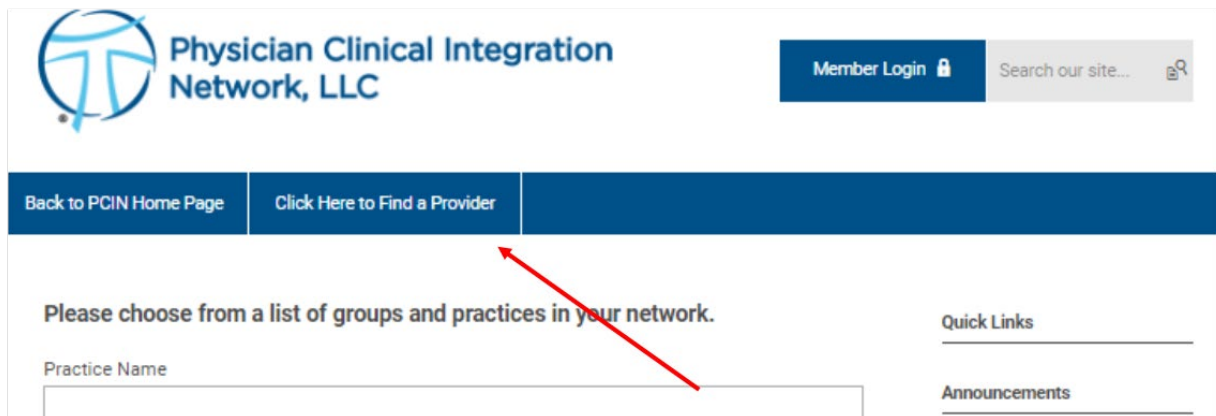
Clearing Search Criteria

To clear a previous search and start fresh you have two options.

First you may hit the “Clear” button located to the left of the “Search” button.

The screenshot shows the search input area. It includes a text input field with the placeholder 'Enter an address or a zip code' and a dropdown menu for 'Region' with options 1, 2, 3, and 4. Below the input fields are two buttons: 'Clear' and 'Search'. A red arrow points to the 'Clear' button.

Your second option is to click the button at the top of the page, “Click Here to Find a Provider”. This will reload the page with a fresh search.



The screenshot shows the top navigation bar of the Physician Clinical Integration Network, LLC website. On the left is the logo, a stylized blue 'T' inside a circle. To its right is the text 'Physician Clinical Integration Network, LLC'. Further right is a 'Member Login' button with a lock icon and a search bar with the placeholder text 'Search our site...' and a magnifying glass icon. Below this is a dark blue navigation bar with two buttons: 'Back to PCIN Home Page' and 'Click Here to Find a Provider'. A red arrow points from the 'Click Here to Find a Provider' button down to a search form. The search form has the heading 'Please choose from a list of groups and practices in your network.' and a text input field labeled 'Practice Name'. To the right of the search form are two sections: 'Quick Links' and 'Announcements', each with a horizontal line below the heading.

If you have any questions or having trouble with your search, please contact Will Herr, will.herr@hshs.org or 217-492-5863.

