

How to Locate a CIGNA Network Provider (Hourly Employees)

To access physicians and other providers in our network, follow these steps:

CIGNA PLANS

1. Access the CIGNA Web Site at <http://www.cigna.com/>
2. In the center of the screen, click **Find a Doctor**
3. Select the **Type of Health Care Professional***
4. Enter **Doctor's Name (optional), City/State or Zip Code**
5. Select your **miles to travel** limit .
6. Click **Next**
7. **What type of plan do you have?** – select “**Network, HMO, POS**”
8. **Select Healthplan Network** - Click the drop-down menu and select the geographic area you are searching for
9. **What you're looking for:** - if desired, indicate the type of Primary Care Physician (Optional) OR to search for a Specialist, select Specialist instead of Primary Care Physician and **Select type**
10. Click **Search**
11. Choose a physician from the listing. Please be sure that the physician(s) you choose is accepting new patients (if you are already a patient this is not necessary)
12. Make sure you **record the PCP ID#** for entry during the enrollment process. (PCP ID# required for all covered dependents in the Point of Service plan – if you do not designate a PCP, CIGNA will auto assign one for you)

*NOTE: Providers of mental health and substance abuse services can be found by selecting **Behavioral** in step 3 above. Then click on the CIGNA Behavioral Directory.

How to Locate a Dental Network Provider

To access participating dentists in the Delta Dental plan or in the MetLife plan, follow these steps:

DELTA DENTAL PLAN

1. Access the Delta Dental Web Site at www.deltadentaloh.com
2. On the tool bar at the top of the screen or to the bottom left of the screen, click **Find a Dentist**.
3. Click **Delta Dental PPO or Premier Network**.

Complete the following options:

1. **Product Selection** – Select **Delta Dental PPO** for maximum savings or **Delta Dental Premier**.
2. **Your Location**, enter Your **Address** (Optional), **City** and select a **State** or **Zip Code**
3. **Sorting, Distance and Number of Results**, you can select the way you want the information sorted (Distance, Name, City, Zip Code), the maximum distance you are willing to travel, and the number of results
4. **Additional Search Criteria**, you may also search by Dentist Last Name, Practice Name, or Specialty (Optional)

Click **Search for a Dentist**

Results will be displayed and can be saved as PDF, printed, or emailed.

METLIFE DENTAL PLAN

1. Access the MetLife Web Site at <https://mybenefits.metlife.com>
2. Enter **UT-Battelle LLC**
3. In the box labeled **Find a Dentist**, enter your **ZIP Code** and click **Go**
4. In the box labeled **Modify Your Search**, you have the option of modifying your search criteria if you need to make changes. Click **Search**

Updated 9-17-2012