

Benefits Update: All Non-Uniformed Employees



Aetna will be the new third party administrator / network provider for the City of El Paso Health Benefit Plan, effective **October 1, 2007**.

Two ways you are able to check and see if your medical provider is on the Aetna Network are:

Search on the attached network listing by specialty or

Go to www.aetna.com/docfind and do the following:

- A. Select **Go to DocFind**
- B. Accept the terms of use
- C. Select the **Standard Search** Tab
 - Search by zip code, city or county
 - Select **Texas** in the state field
 - Click **Start Search**
- D. Complete Step 1 & Step 2, then click **Continue**
- E. Complete Step 3—Select a Plan
 - In the category box select **Aetna Open Access Plan**
 - This opens a new box; select **Aetna Choice POS II**
- F. Complete Step 4 — Search Criteria
 - Select—**Narrow Search or View Search Results Now**
 - Click **Continue**

Quick Facts

- If your medical provider is not on the Aetna Network, you and the nominated provider may complete the attached nomination form, mail the form to the address provided or fax the form to the number provided.
- Should you have any questions, you may also speak to an Aetna representative by calling 877-800-8682 (excluding any pharmacy questions).
- Informational meetings will take place between July 23rd and August 2nd. The schedule for these meetings will be distributed the week of July 15th.