

To look up Doctors and Facilities in the PHCS network, you can do either of the following:

For Apex Advantage Plan Members:

1. To create a directory for your zip code and surrounding area go to the following website:

<https://www.multiplan.com/directories>

- a. Click on the green "Select Network"
    - i. Select: "PHCS"
    - ii. Select: "Specific Services"
  - b. Enter your zip code
    - i. You can expand outside of the zip code on the dropdown box
  - c. Provider Type
    - i. Choose "Select All" - or
    - ii. Choose specific categories of providers
  - d. Facility
    - i. Choose "Select All" - or
    - ii. Choose specific types of facilities
  - e. Click the green "Continue" button at the bottom of the page
  - f. Enter a name, such as "My provider directory for 22151"
  - g. Enter your email address (twice)
  - h. Your directory will be emailed to you in a few minutes
2. To search for specific providers, go to the following website:  
<https://www.multiplan.com/webcenter/portal/ProviderSearch>
    - a. Click on the green "Select Network"
      - i. Select: "PHCS"
      - ii. Select: "Specific Services"
    - b. Search by Name. Specialty, facility type, etc.
      - i. Note: some doctors will be listed under the practice name, others under the doctor name. We recommend running a full directory above.
    - c. Enter the zip code or city/county & state

For Apex Advantage Basic/HDHP Members:

1. To create a directory for your zip code and surrounding area go to the following website:

<https://www.multiplan.com/directories>

- a. Click on the green "Select Network"
  - i. Choose: "PHCS"
  - ii. Choose: "Preventive Services Only"
- d. Enter your zip code
  - i. You can expand outside of the zip code on the dropdown box
- e. Provider Type
  - i. Choose "Select All" - or
  - ii. Choose specific categories of providers
- f. Facility
  - i. Choose "Select All" - or

- ii. Choose specific types of facilities
  - g. Click the green “Continue” button at the bottom of the page
  - h. Enter a name, such as “My provider directory for 22151”
  - i. Enter your email address (twice)
  - j. Your directory will be emailed to you in a few minutes
- 3. To search for specific providers, go to the following website:  
<https://www.multiplan.com/webcenter/portal/ProviderSearch>
  - a. Click on the green “Select Network”
    - i. Select: “PHCS”
    - ii. Select” “Preventive Services”
  - b. Search by Name. Specialty, facility type, etc.
    - i. Note: some doctors will be listed under the practice name, others under the doctor name. We recommend running a full directory above.
  - c. Enter the zip code or city/county & state