

TRICARE West Region Understanding the Provider Directory

Quick Reference Guide

Key Points

- You can search for common terms quickly by using the shortcuts on the dashboard.
- The directory will only show you providers that match your selected TRICARE plan and search location.
- Providers with special designations, such as High Performing Provider (HPP), will appear higher in your search results.

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Introduction

The TRICARE West Region provider directory lets providers search local TRICARE providers, look up provider information, and sort through provider profiles—all on one easy-to-use online platform. Providers can also find TRICARE-covered healthcare facilities using the provider directory's user-friendly system. This guide will help you:

- Find the provider directory from the TRICARE website
- Navigate the directory
- Search for providers
- Search for healthcare and military treatment facilities
- Search using advanced search filters
- Understand the provider and facility profiles
- Book appointments with providers from the directory
- Request updates to provider information

Be aware that the provider directory may offer different features depending on who accesses the site.

The provider directory periodically receives updates to make sure you have the best experience possible. Any features shown may be subject to change.

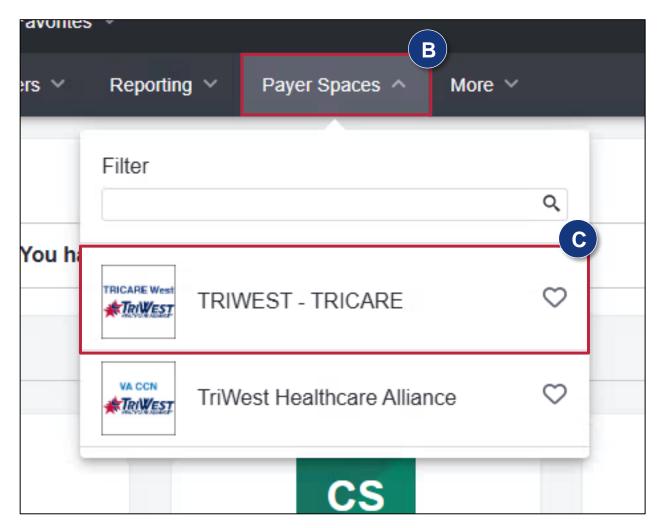




Accessing the Provider Directory

Providers can access the <u>TRICARE West Region Provider Directory</u> from the provider portal, tricare.mil, or the public TRICARE West Region website:

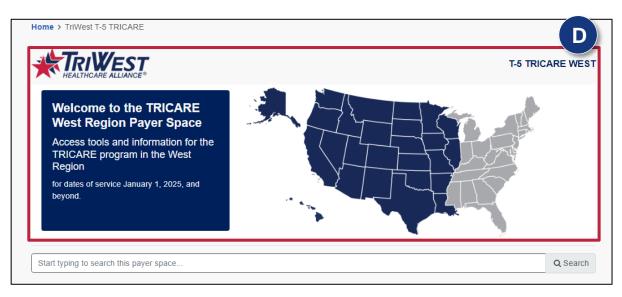
- 1. Access the provider directory from the **provider portal**:
 - A. Log in to the provider portal from <u>availity.com</u>. The main dashboard opens.
 - B. Select **Payer Spaces** from the ribbon.
 - C. Select the TRICARE West Region Payer Space.



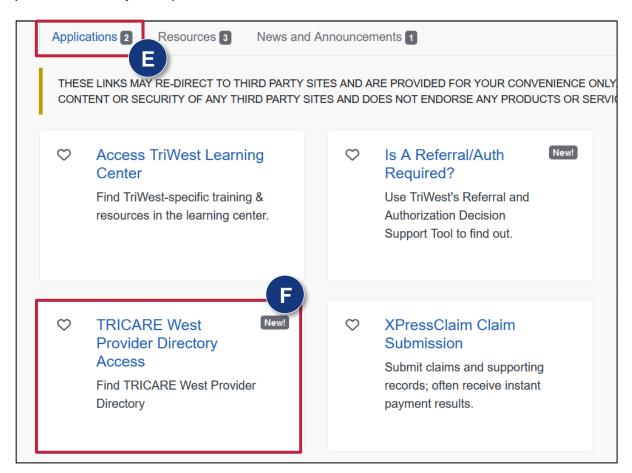




D. The **TRICARE West Region Payer Space** opens.

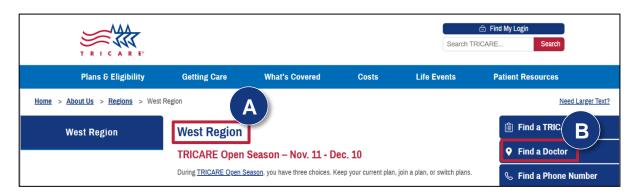


- E. Select Applications.
- F. Select **TRICARE West Region Provider Directory Access** from the Applications list. The provider directory will open.

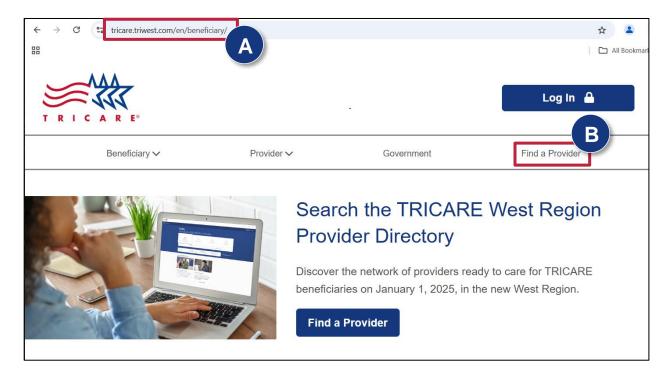




- 2. Access the provider directory from tricare.mil:
 - A. Navigate to the <u>West Region</u> page.
 - B. Select Find a Doctor.



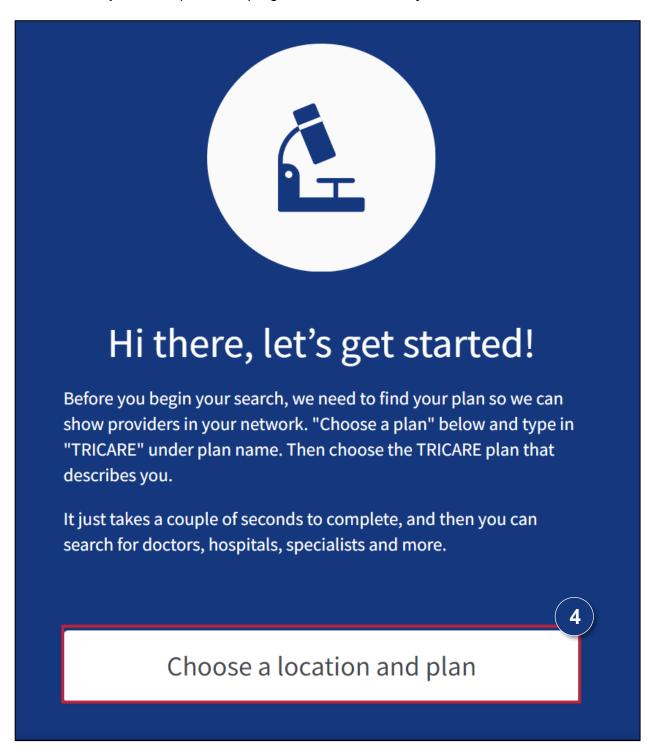
- 3. Access the provider directory from the public TRICARE West Region website:
 - A. Navigate to tricare.triwest.com. The beneficiary page will automatically open.
 - B. Select the **Find a Provider** hyperlink in the website ribbon. The provider directory will open. **Note:** You can also select the **Find a Provider** button on the beneficiary page to open the provider directory.





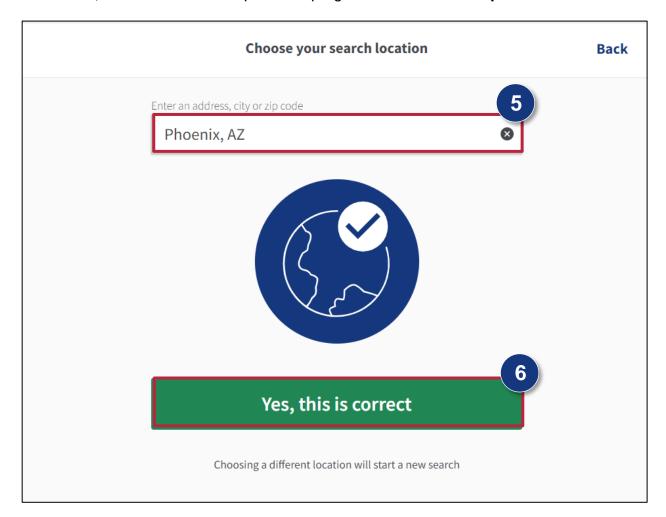


4. The TRICARE plan selection panel will open upon first visiting the directory. Select **Choose a location and plan**. The panel will progress to the **Choose your search location** section.





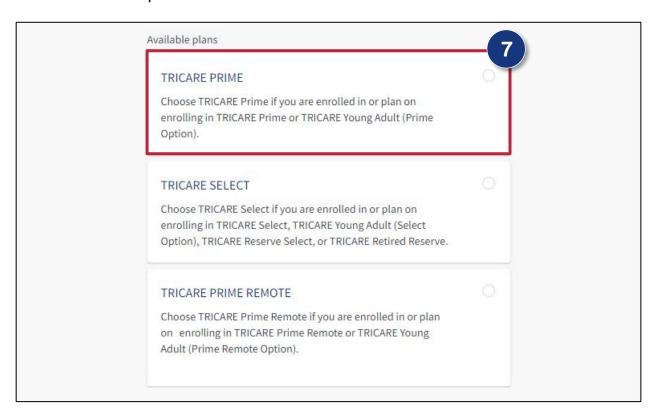
- 5. Select a search location by entering a state, city, ZIP code, or address. You can also select **Use my current location** to set the search location to your current physical address.
- 6. Select **Yes, this is correct**. The panel will progress to the **Available plans** section.



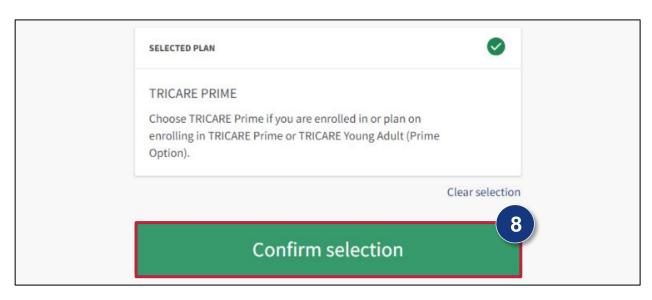




7. Select an available plan from the list.



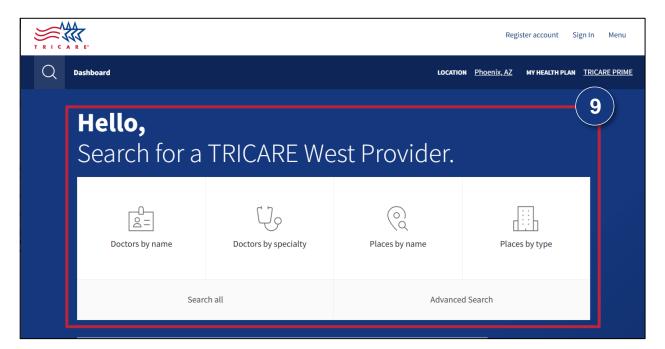
8. Select **Confirm selection** once you select a plan. You can now fully access the provider directory. **Note:** If you selected the wrong plan by accident, select Clear selection to go back and select a different plan.







9. The provider directory will open.







Exploring the Provider Directory

- 1. Select the **homepage icon** (magnifying glass) to return to the main dashboard from any page.
- 2. Check your current path in the ribbon. Select any page title to return to that page.
- 3. Select the **Location** hyperlink to change your location if needed. This allows the directory to provide search results from within 150 miles or less of your specified location.
- 4. Select the **My Health Plan** hyperlink to change the selected plan if needed. This allows the directory to provide search results covered by the selected plan.



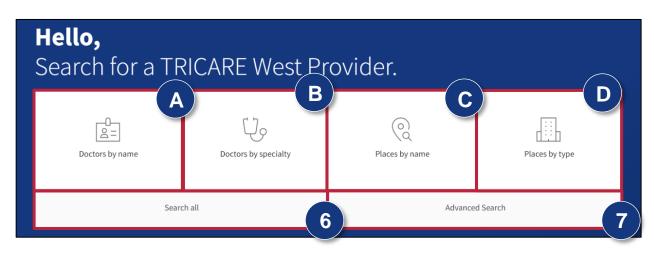




- 5. The main search panel provides four search categories:
 - A. **Doctors by name**: Search for provider profiles by entering a provider's name.
 - B. **Doctors by specialty**: Search for provider profiles by entering a specialty, such as general physician, cardiologist, etc.
 - C. Places by name: Search for healthcare facility profiles by entering a facility's name.
 - D. Places by type: Search for healthcare facility profiles by entering a type.

 Note: The search results will only display providers and facilities covered by the TRICARE plan you selected in the Accessing the Provider Directory section. To access provider and facility profiles not covered by the current TRICARE plan, select the My Health Plan hyperlink on the website ribbon. The TRICARE plan selection screen will re-open. Change to a different TRICARE plan to view that plan's covered providers and facilities.
- 6. Select **Search all** to enter search terms for all four categories at once.
- 7. Select **Advanced Search** to specify more narrow search terms beyond what the four main search categories offer, such as languages spoken by the provider, ages served by the provider, etc. To learn how to perform an advanced search, visit the **Using Advanced Search** section further in this guide.

Note: Not all searches require an advanced search. Searching using the four main categories will always return more search results. Use advanced search only when you have specific needs that require filtering out unsuitable results.



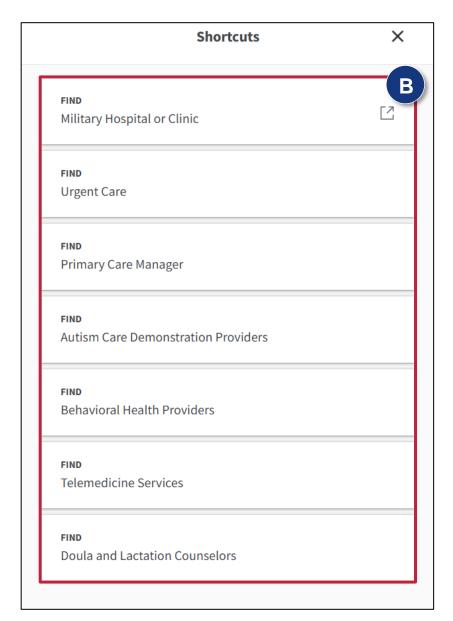




- 8. The shortcuts cards let you perform common searches without having to enter search terms. The dashboard will display the first four shortcuts available. Note that these cards may update over time and include options to sort by language.
 - A. Select View More Shortcuts to open the full shortcut list.



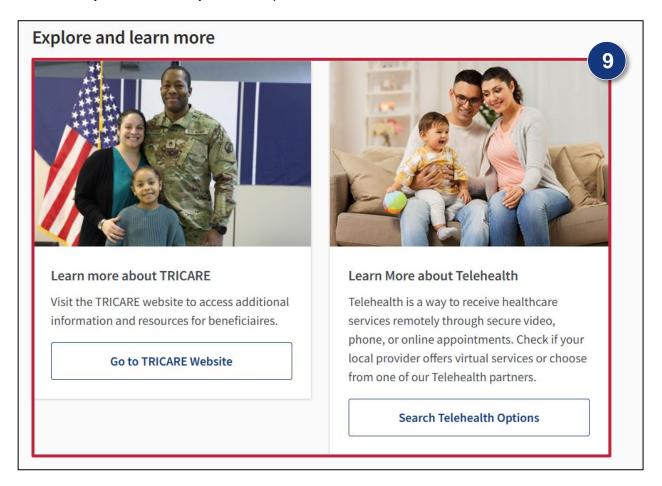
B. Select the shortcut card you want to use. You've successfully performed a search using a shortcut.







9. The main dashboard also displays TRICARE West Region resources for directory visitors. These cards are dynamic and may receive updates over time.

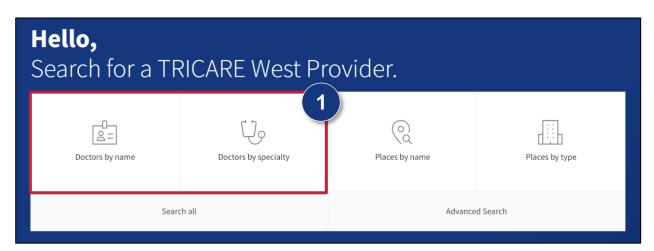






Searching for Providers

1. Select Doctors by name or Doctors by specialty.



2. A search overlay will open.

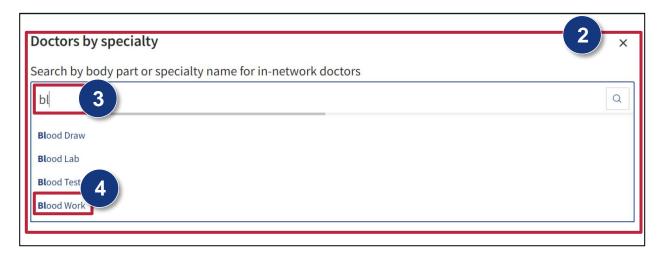
Note: Select the close "X" button to close the overlay. You can also select anywhere on the page outside the overlay to close it.

3. Enter a search term into the field. Predicted results will appear after you enter at least two characters.

Note: If you selected Doctors by specialty, you can search for specific parts of the body to find providers specializing in that area (i.e., "eyes," "ears," "heart").

4. Select the appropriate search term.

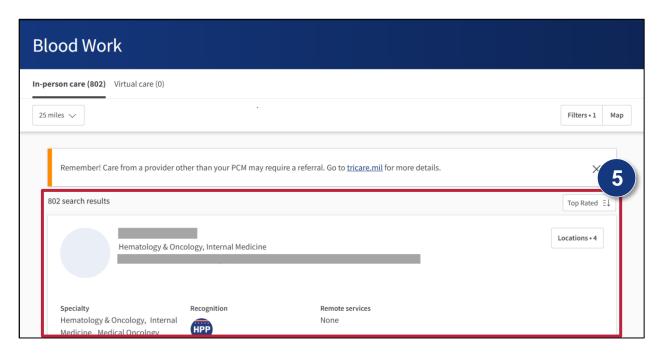
Note: To search for your own provider record, select Doctors by name. Enter your full name (surname first, given name second) as the search term.







5. The search results page will display a list of all matching profiles.



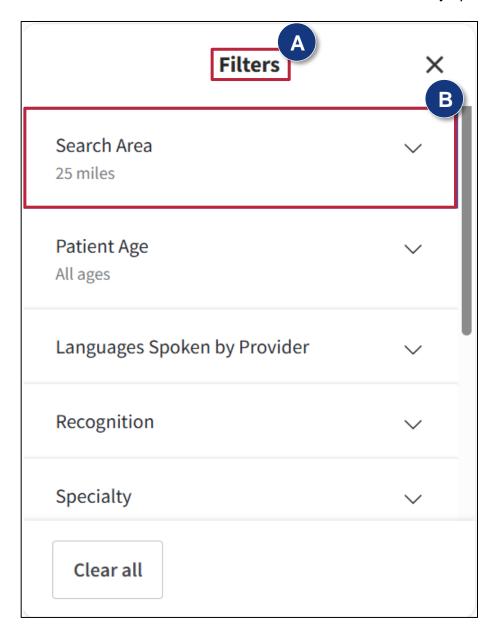
- 6. Select the search area drop-down to increase or decrease the search radius if needed. The minimum is one mile, and the maximum is 150 miles.
- 7. Select **Filters** if you want to apply additional search filters.







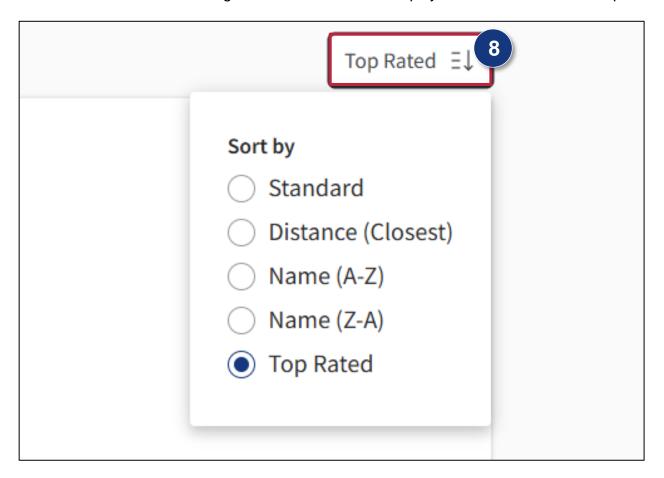
- A. The **Filters** panel will open. **Note:** Select the close "X" button to close the panel.
- B. Select any card to expand its options.
- C. Select all desired criteria. Your search results will automatically update to reflect your changes.







8. Select the **Sort** button to change how the results list is displayed. The default view is Top Rated.



- 9. The end of the search results page provides options to save a physical or digital copy of your search results.
 - A. Select **Print screen** to open your browser's default print overlay.
 - B. Select **Create PDF** to open the Create PDF panel.







- 10. If your search criteria provide more than ten results:
 - A. Select **Return** to return to the first page of search results.
 - B. Select **Previous** to go back to the previous page of search results.
 - C. Select **Next** to view the next page of search results.



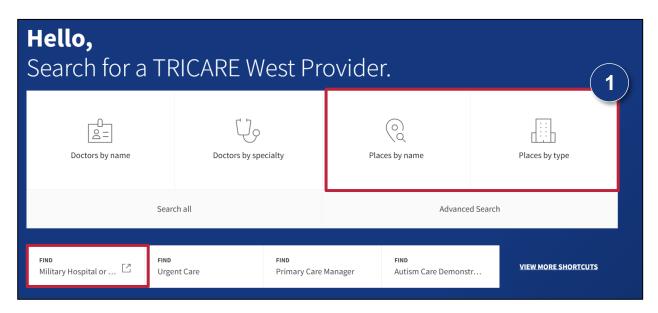




Searching for Healthcare and Military Treatment Facilities

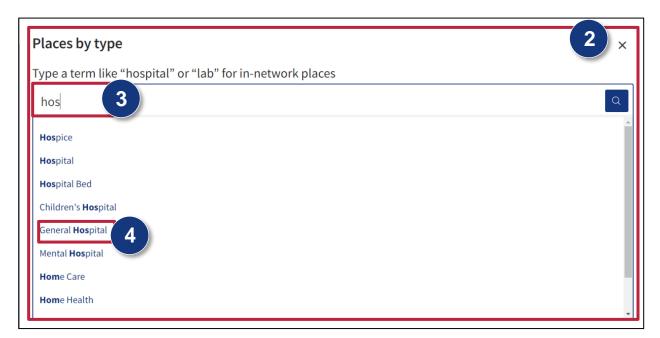
1. Select Places by name or Places by type.

Note: You can also select the Military Hospital or Clinic shortcut to search for Military Treatment Facilities (MTF) directly. Note that selecting this shortcut will take you to tricare.mil.





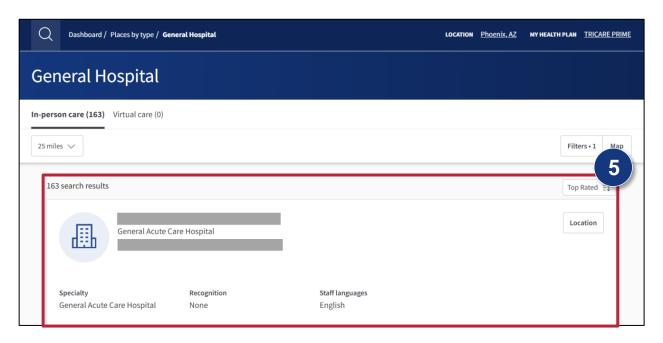
- 2. A search overlay opens.
- 3. Enter a search term into the field. Predicted results will appear after you enter at least two characters.
- 4. Select the appropriate search term.







5. The search results page will display a list of all matching profiles.



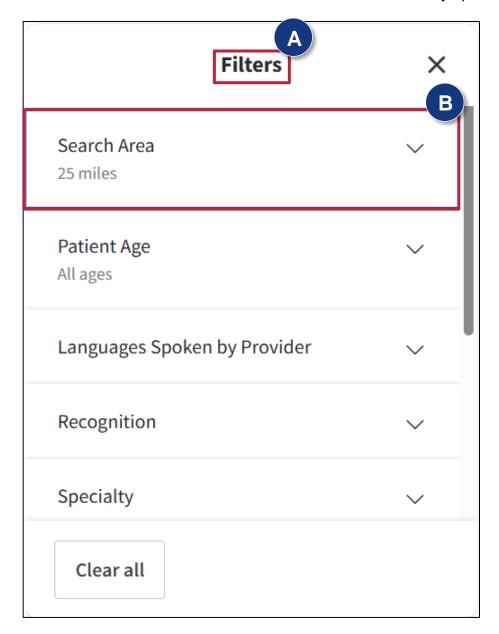
- 6. Select the search area drop-down to increase or decrease the search radius if needed. The minimum is one mile, and the maximum is 150 miles.
- 7. Select **Filters** if you want to apply additional search filters.







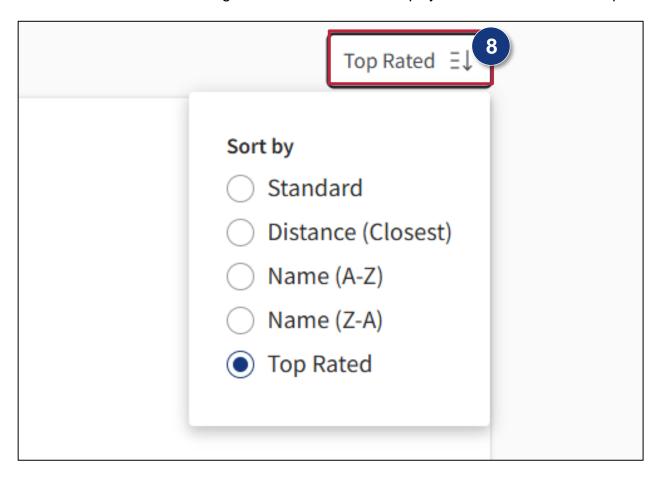
- A. The Filters panel opens.
 - **Note:** Select the close "X" button to close the panel.
- B. Select any card to expand its options.
- C. Select all desired criteria. Your search results will automatically update to reflect your changes.







8. Select the **Sort** button to change how the results list is displayed. The default view is Top Rated.



- 9. The end of the search results page provides options to save a physical or digital copy of your search results.
 - A. Select **Print screen** to open your browser's default print overlay.
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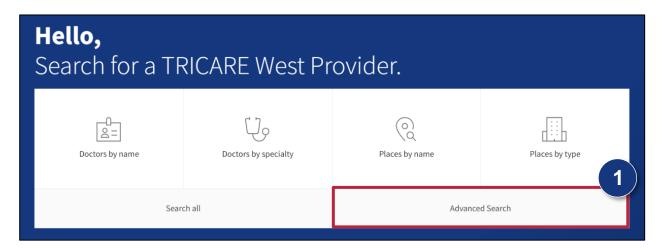
- 10. If your search criteria provide more than ten results:
 - A. Select **Return** to return to the first page of search results.
 - B. Select **Previous** to go back to the previous page of search results.
 - C. Select **Next** to view the next page of search results.





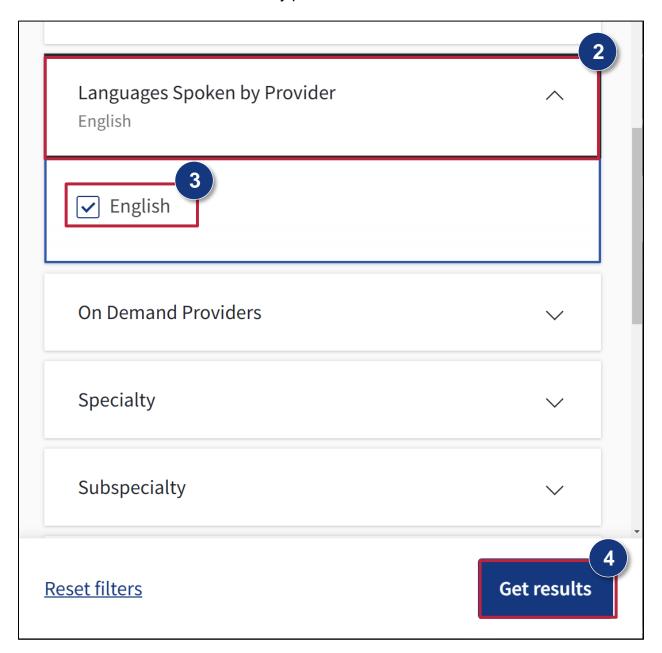
Using Advanced Search

1. Select Advanced Search. The Advanced Search panel will open.





- 2. Select any card to expand its options.
- 3. Select all desired criteria.
- 4. Select **Get results**. You've successfully performed an advanced search.





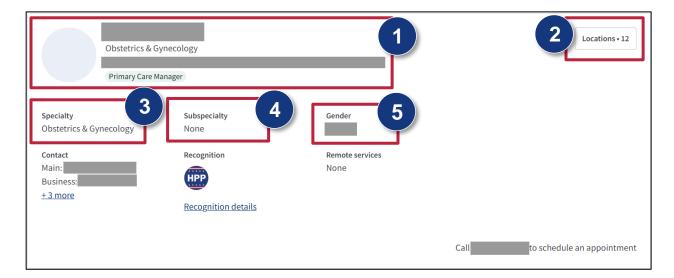


Understanding Provider Profiles and Facility Profiles

TriWest works continuously to ensure provider and facility profiles provide the most current and relevant information possible. Please note that the available profile fields may change with future updates.

Provider profiles in search results will display:

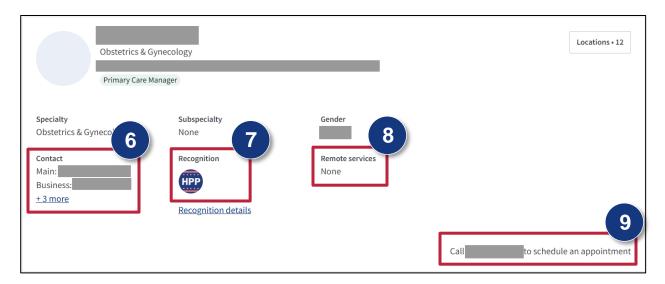
- 1. Basic information: The provider's name, specialties, and work address
- 2. Location: A button that opens an interactive map showing the provider's work address
- 3. **Specialty**: The provider's main specialty or specialties
- 4. Subspecialty: The provider's subspecialty or subspecialties
- 5. **Gender:** The provider's identified gender (designated as either "Male" or "Female")





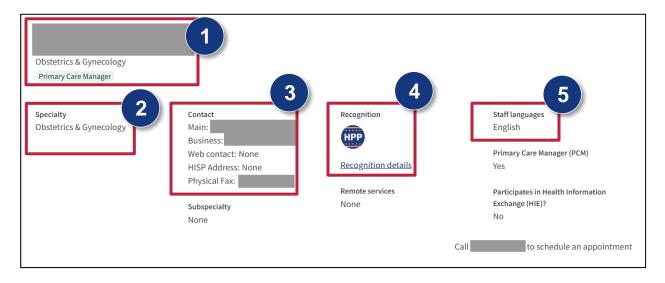


- 6. Contact: The provider's contact information
- 7. Recognition: Any relevant recognitions that the provider's received
- 8. Remote services: Indicator for if the provider offers remote services
- 9. Appointments: The provider's office number where you can schedule appointments



Facility profiles in search results will display:

- 1. **Basic information**: The facility's name, type, and address
- 2. Specialty: The facility's specialty or specialties
- 3. Contact: The facility's contact information
- 4. Recognition: Any relevant recognitions that the facility's received
- 5. Staff languages: The languages that the facility staff have at least a functional level of fluency in

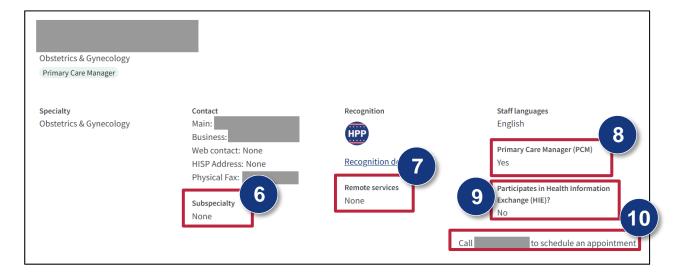


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- 6. Subspecialty: The facility's subspecialty or subspecialties
- 7. Remote services: Indicator for if the facility provides virtual visits
- 8. Primary Care Manager (PCM): Indicator for if a facility has providers that can act as a PCM
- 9. Participates in Health Information Exchange (HIE)?: Indicator for if the facility participates in HIE
- 10. Appointments: The facility's office number where you can schedule appointments



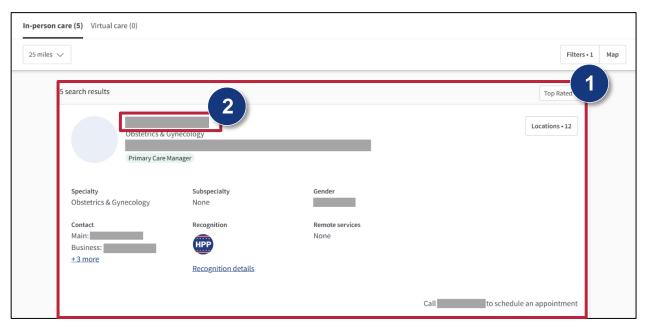




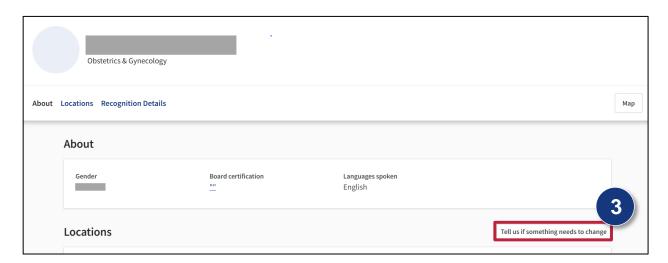
Reporting Issues

While using the provider directory, you may encounter situations where a provider's listed information isn't correct. In these cases, you can submit an issue report to TriWest.

- 1. Search for the provider or facility you want to update the information for.
- 2. Select their name hyperlink. Their profile page opens.

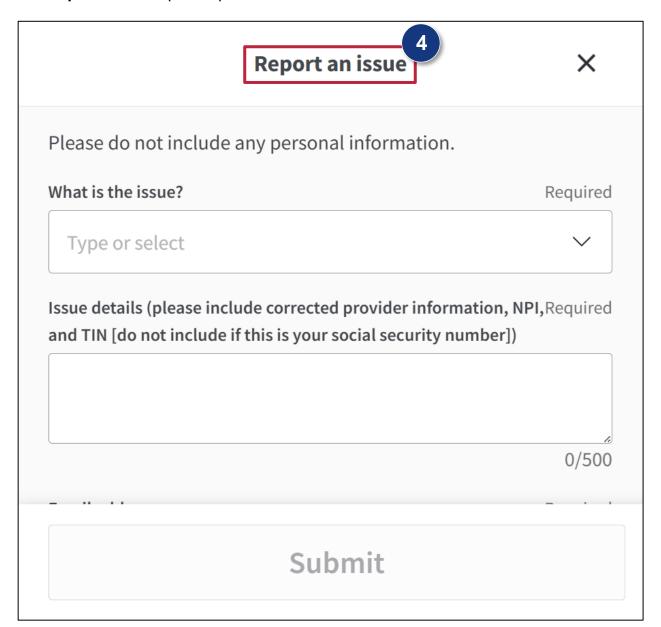


3. Select Tell us if something needs to change.





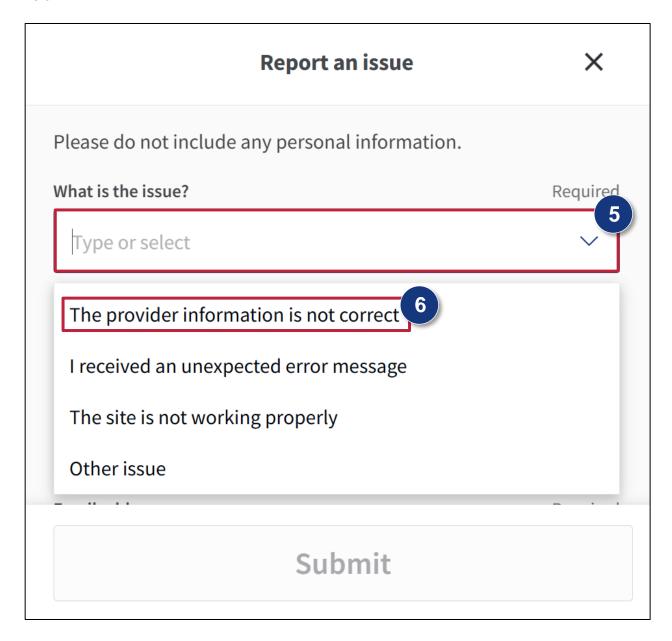
4. The **Report an issue** panel opens.





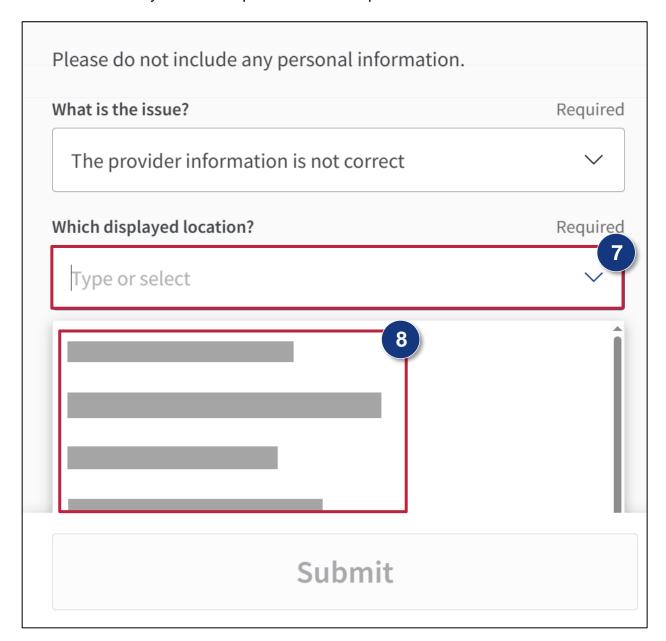
- 5. Select the What is the issue? drop-down field.
- 6. Select the problem you're encountering from the drop-down options.

 Note: You can also report any error messages or system issues you encounter with this drop-down field.



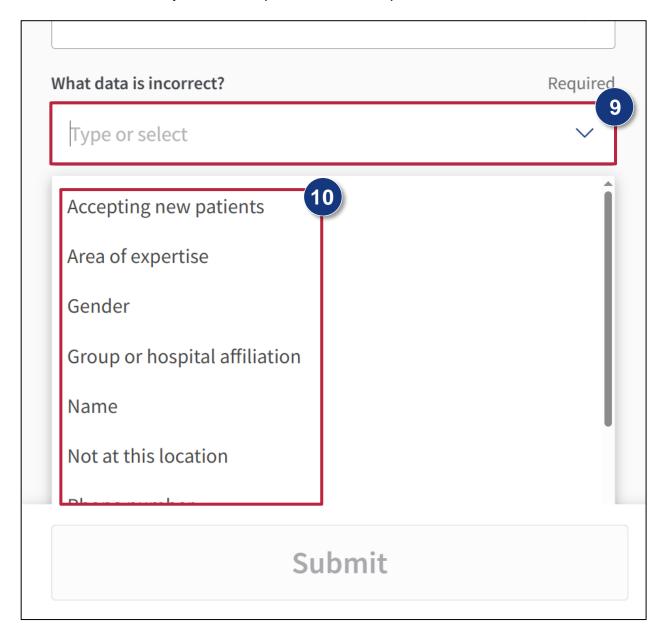


- 7. Select the Which displayed location? drop-down field.
- 8. Select the location you want to update from the drop-down menu.





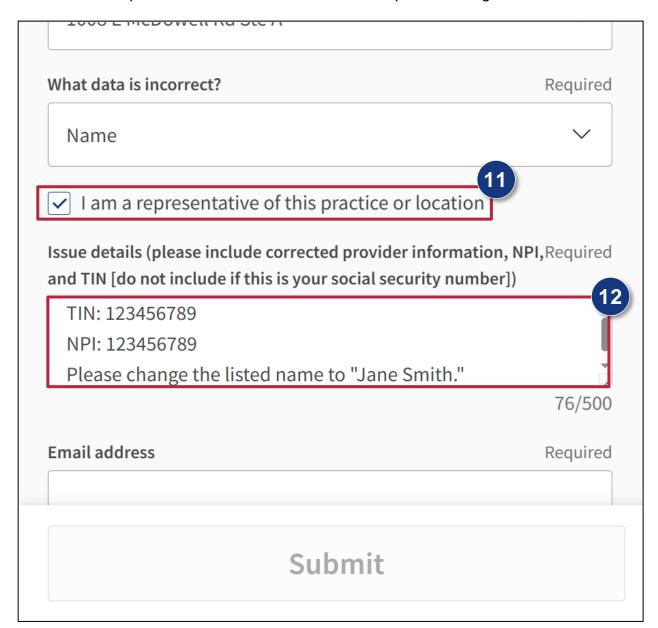
- 9. Select the What data is incorrect? field.
- 10. Select the information you want to update from the drop-down menu.







- 11. Select the I am a representative of this practice or location checkbox.
- 12. Provide your NPI, TIN, and what information you need updated in the **Details** text field. **Note:** You must provide the NPI and TIN in the issue report for changes to be made.







- 13. Enter your email in the Email address field.
- 14. Select the I consent to receive emails checkbox.

 Note: Please ensure that you read and accept the information confidentiality notice.
- 15. Select Submit.

