

## Provider Search Instructions

To access the medical network, visit [www.procura-inc.com](http://www.procura-inc.com) and select “Find a doctor, hospital, or facility” in the right side bar (or click here: [https://www.viiad.com/c\\_procura/public/app/compass/provider\\_search\\_main.asp](https://www.viiad.com/c_procura/public/app/compass/provider_search_main.asp))

You will have the option to search for providers with the first two tabs – Name/Region or Address Radius.

To search using the Name/Region or Address Radius tabs, follow the below instructions:

- Under “Choose a Search Type,” select “Worker’s Compensation”
- Enter your location details
  - Under “Search Radius,” select the maximum radius (in miles) for the providers to populate within your area
- Select the Provider type(s) to be searched
  - Once the provider type(s) are selected, the Specialties column will auto-populate (when applicable). You can then narrow down your search and select the Specialties.

*\*You can also search by optional criteria being a specific Hospital/Group name, Doctor Last Name and/or Tax ID, if known*
- Under “Select Result Options,” select if you would like your results sorted by distance or alphabetically
  - Then select if you would like your results displayed in a list view or map view.
- Click “Search Provider” to populate the list of providers according to the parameters selected



The screenshot shows the Procura Management Inc. provider search interface. At the top left is the Procura logo with the tagline "A Healthcare Solutions Company". Below the logo is a navigation bar with four tabs: "Name/Region" (highlighted in red), "Address Radius", "NJ Voluntary Network", and "Nominate Provider".

The main search area is divided into several sections:

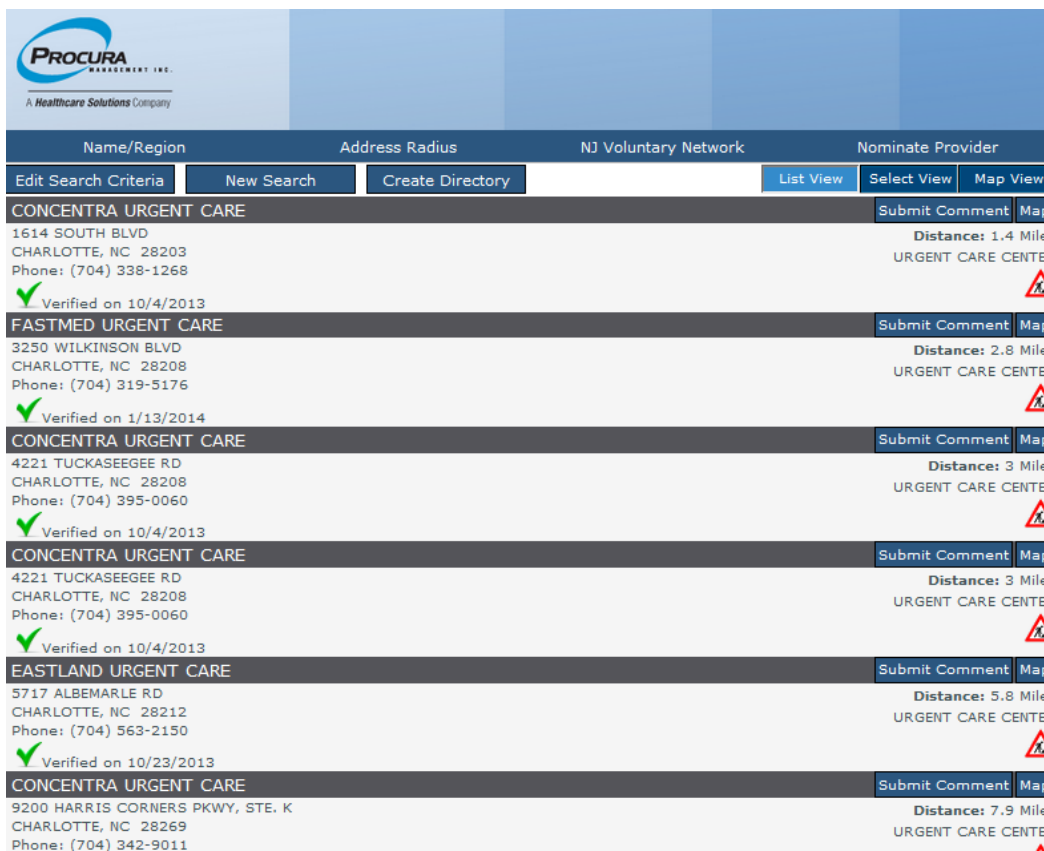
- Choose a Search Type:** A dropdown menu is set to "Worker's Compensation".
- Enter a city and state or a zipcode:** This section includes input fields for "City/State:" and "Zip Code:", with an "OR" option between them. A "Search Radius:" dropdown is set to "10 Miles".
- Select Specialties:** This section has an "Advanced" checkbox checked. It contains two columns:
  - Provider Types:** A list of checkboxes for "Acupuncture", "Chiropractic", "Dentistry", "Facility", "Hospital", "Pharmacy", "Physician", "Physician - Surgery", and "Radiology & Diagnostic". A "clear" link is present.
  - Specialties:** A text area with the instruction "Select one or more specialties to see a list of corresponding sub-specialties." and a "clear" link.
- Enter any optional search criteria:** Input fields for "Hospital/Group Name:", "Doctor Last Name:", and "Tax Id:".
- Select Result Options:** Dropdown menus for "Sort:" (set to "Distance") and "Format:" (set to "List Results").

At the bottom center is a blue button labeled "Search Provider".

## Provider Directory

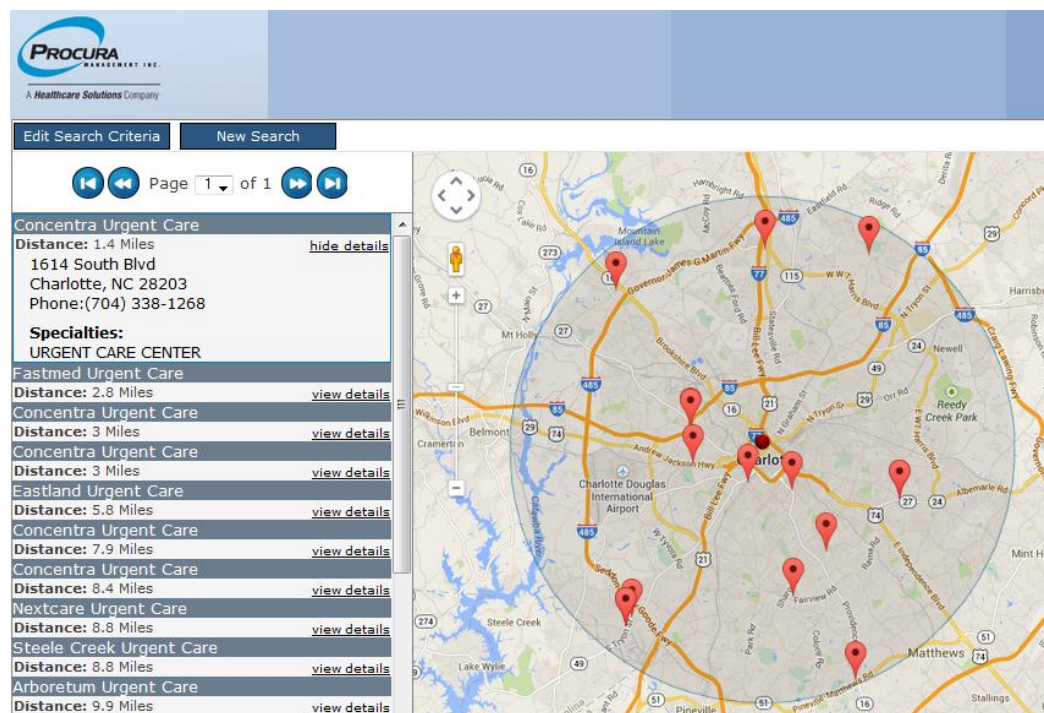
You will now have a list of providers populated based on your search criteria selected. The search criteria will display as a list (see Image 1) or map (see Image 2).

Image 1:



Name/Region	Address Radius	NJ Voluntary Network	Nominate Provider
<b>CONCENTRA URGENT CARE</b>	1614 SOUTH BLVD CHARLOTTE, NC 28203 Phone: (704) 338-1268		Distance: 1.4 Miles URGENT CARE CENTER
<b>FASTMED URGENT CARE</b>	3250 WILKINSON BLVD CHARLOTTE, NC 28208 Phone: (704) 319-5176		Distance: 2.8 Miles URGENT CARE CENTER
<b>CONCENTRA URGENT CARE</b>	4221 TUCKASEEGEE RD CHARLOTTE, NC 28208 Phone: (704) 395-0060		Distance: 3 Miles URGENT CARE CENTER
<b>CONCENTRA URGENT CARE</b>	4221 TUCKASEEGEE RD CHARLOTTE, NC 28208 Phone: (704) 395-0060		Distance: 3 Miles URGENT CARE CENTER
<b>EASTLAND URGENT CARE</b>	5717 ALBEMARLE RD CHARLOTTE, NC 28212 Phone: (704) 563-2150		Distance: 5.8 Miles URGENT CARE CENTER
<b>CONCENTRA URGENT CARE</b>	9200 HARRIS CORNERS PKWY, STE. K CHARLOTTE, NC 28269 Phone: (704) 342-9011		Distance: 7.9 Miles URGENT CARE CENTER

Image 2:



Map view showing provider locations in Charlotte, NC. The sidebar lists the following providers and distances:

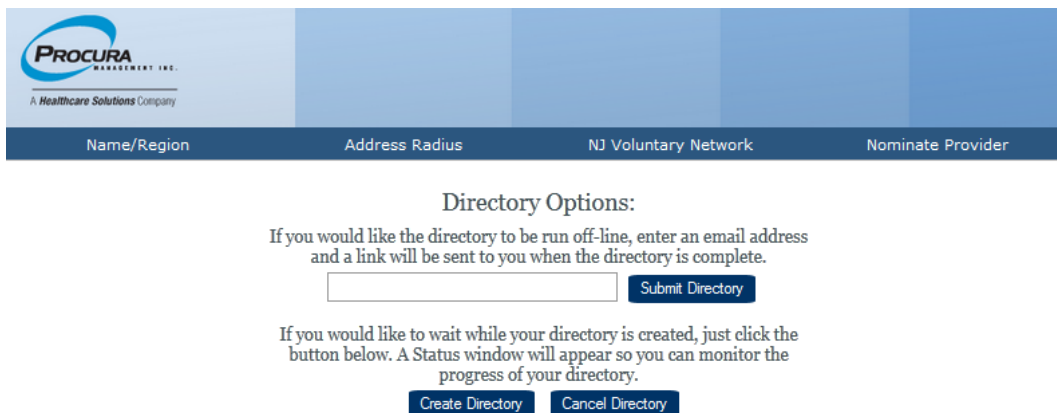
- Concentra Urgent Care: Distance: 1.4 Miles
- Fastmed Urgent Care: Distance: 2.8 Miles
- Concentra Urgent Care: Distance: 3 Miles
- Concentra Urgent Care: Distance: 3 Miles
- Eastland Urgent Care: Distance: 5.8 Miles
- Concentra Urgent Care: Distance: 7.9 Miles
- Concentra Urgent Care: Distance: 8.4 Miles
- Nextcare Urgent Care: Distance: 8.8 Miles
- Steele Creek Urgent Care: Distance: 8.8 Miles
- Arboretum Urgent Care: Distance: 9.9 Miles

## Create Directory

After selecting the “Create Directory” button, a page will display with Directory Options (see Image 3). You will have two options for your Provider list:

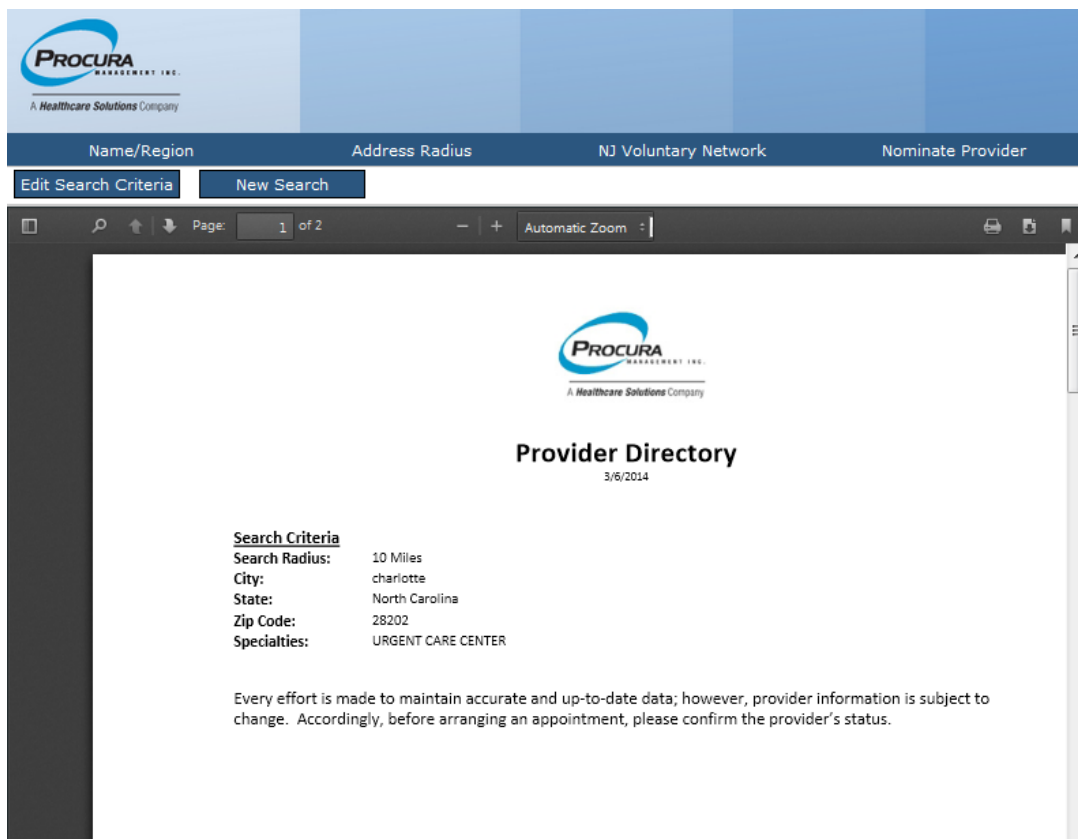
- An off-line directory that will be emailed to you (expires after 30 days)
- A PDF document that can be saved and/or printed (see Image 4)

Image 3:



The screenshot shows the top navigation bar with the PROCURA logo and four menu items: Name/Region, Address Radius, NJ Voluntary Network, and Nominate Provider. Below the navigation bar, the heading "Directory Options:" is centered. The text reads: "If you would like the directory to be run off-line, enter an email address and a link will be sent to you when the directory is complete." This is followed by an input field and a "Submit Directory" button. Below that, the text reads: "If you would like to wait while your directory is created, just click the button below. A Status window will appear so you can monitor the progress of your directory." This is followed by two buttons: "Create Directory" and "Cancel Directory".

Image 4:



The screenshot shows the top navigation bar with the PROCURA logo and four menu items: Name/Region, Address Radius, NJ Voluntary Network, and Nominate Provider. Below the navigation bar, there are two buttons: "Edit Search Criteria" and "New Search". Below the buttons, there is a browser window showing the "Provider Directory" page. The page features the PROCURA logo and the heading "Provider Directory" with the date "3/6/2014". Below the heading, there is a "Search Criteria" section with the following information:

<b>Search Criteria</b>	
<b>Search Radius:</b>	10 Miles
<b>City:</b>	charlotte
<b>State:</b>	North Carolina
<b>Zip Code:</b>	28202
<b>Specialties:</b>	URGENT CARE CENTER

Below the search criteria, there is a disclaimer: "Every effort is made to maintain accurate and up-to-date data; however, provider information is subject to change. Accordingly, before arranging an appointment, please confirm the provider's status."