

Electronic Signature

Hi *BLANK!* You will be receiving a text message with a link to **E-SIGN** for the policy. **DO NOT delete this text without e-signing!** Once you submit the electronic signature, your coverage will be in place. Please let me know if you need any assistance with it and I can walk you through it.

LifeX Portal Instructions - Digital ID Card

Go to: Personal Health Desktop

1. DO NOT ATTEMPT A LOG IN UNTIL THE DAY YOUR POLICY STARTS
2. Choose Activate Account
3. Once your account is active, you may utilize the “My Benefit Tools” tab
 - a. This includes walk throughs for using the Teledoc services, finding doctors, ID Cards, and more.

When You See the Doctor!

The first time you visit the doctor:

1. Hand the receptionist your card to provide ID and Group number
2. Have the front desk / receptionist and / or insurance specialist call (844) 580 - 2474 and select option 2. (it’s on the back of the card)
 - a. This will allow the insurance to expedite the verification of benefits and payment of claims to the provider
3. The provider can also go to www.benefithealthplan.com to register their NPI and verify benefits and track claims payments

PHCS Doctor Lookup

1. Go to
<https://www.multiplan.com/webcenter/portal/ProviderSearch>
2. Click “Select Network” and choose “LOGO ON FRONT OF THE CARD”
3. Type your zip code into the “City/County & State or Zip” box
4. Select what type of doctors you want to look up in the box to the left of the zip code. *EX: Primary Care Physicians*
5. Hit the search button and a list of doctors will populate that take the PHCS/MultiPlan PPO in your area.

*** If you want to search specific doctors, type their name into the box to the left of the zip code.*

Anthem Blue Cross Blue Shield Doctor Look Up

1. Go to: Provider Finder
2. Select “Basic search as guest”
3. Select “medical plan”
4. Select your resident state
5. Select “medical (employer sponsored)”
6. Select “national PPO (Blue Card PPO)”
 - a. *Do NOT choose “Basic PPO” make sure you choose the full PPO that does not say basic.*
7. Update your location to the area you wish to search for providers.

