





Visit provider.healthnet.com to get started.

### Find What You Need When You Need It

The Provider Library at provider.healthnet.com is designed so you can find relevant information to do business with us.

The library includes operations manuals, forms, contacts, and much more. You can also view provider communications (updates and letters) that have been sent out. These materials help you find information about programs, changes, policies, and procedures to support members' care.

### Choose the fields to narrow your search

Search the entire library at once, or by category.

- Use as few as three characters.
- · View content for relevance.
- Navigate paths to found items.

### Know where you are at all times

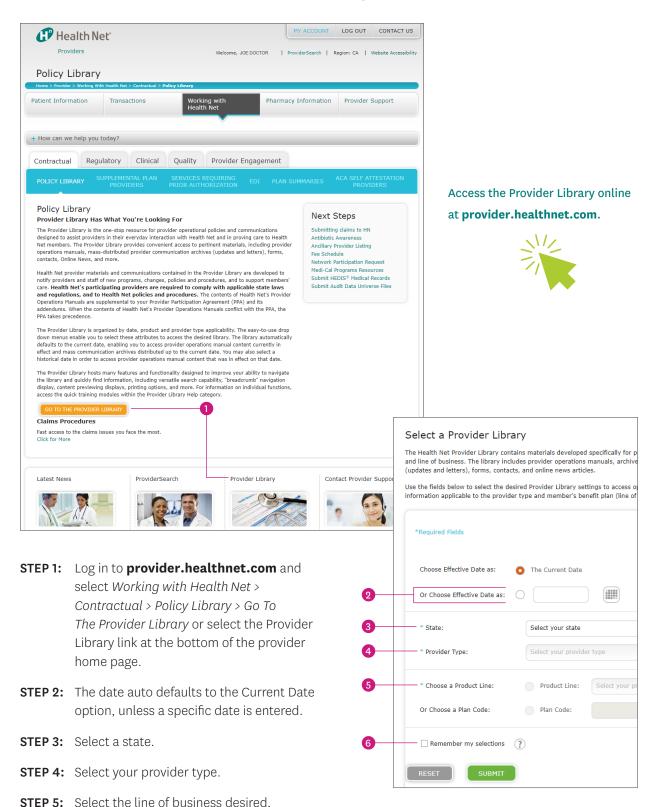
**You are here** displays your location within the library. Return to a previous section using this breadcrumb.

## 5 Easy Steps to Access the Provider Library

**STEP 6:** (Optional) Check the Remember my

you selected earlier.

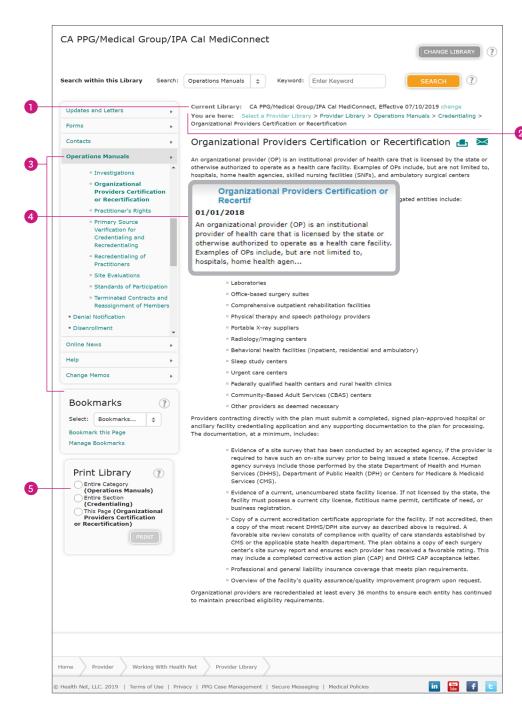
selections box to return to the same library





# Use these Tips to Navigate the Provider Library

- 1 Current library
  Displays the chosen library.
- 2 You are here
  This breadcrumb shows the path
  for the current location in the
  library. Click on the highlighted
  sections of the path to return to
  that section or document.
- 3 Library menu
  Use the left-side menu to open folders with documents and subfolders. Your selected item is highlighted and its content appears in the main window. To view another document, select another item in the library.
- 4 Content fly-out
  If you hover your cursor over a
  menu item, the text displays as
  a fly-out message. Use it to scan
  documents to see if it's relevant
  to your search.
- Print
  Print a document or section of
  the operations manual (includes
  associated forms and contacts).
  Content is subject to change;
  make sure to access the website
  for the most current documents.



#### 6 Change library

All documents in the library are tied to the specific traits, such as product line, provider type, effective date, and state. To view another library, select the *Change Library* button.

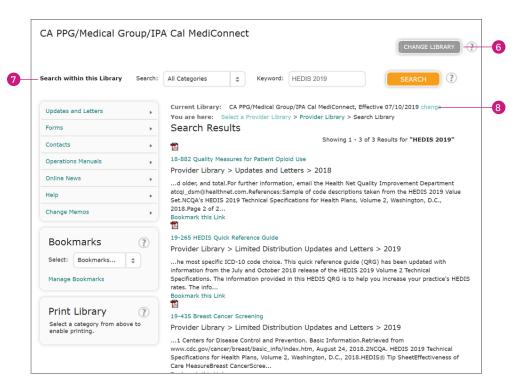
While in the current library, you can change one or more traits to select a new library. Select the *Submit* button to launch.

Or you can change the library using the *change* link, next to current library.

### **7** Search within this library

Search for content by using the drop-down menu to choose a category, such as operations manual or updates. You may also use All Categories to search the entire library.

- Use a key word, numbers or short phrases with no less than three characters. Select Search to find those items. The results appear in the main window as a list.
  - It may include documents, forms, updates, or other items with the key word or phrase. The path shows where to locate the item, and some text that contains the search string.
  - Scan the text to see if it's relevant. Click on the title to view the document.
- To return, use your browser's back button.



### 8 Change effective date

To view content with a past date,

select the change link to enter

the date in an mm/dd/yyyy format. Or use the calendar feature. The chosen date appears at the top of the page in the Current Library path.

Health Net Community Solutions, Inc. is a subsidiary of Health Net, LLC and Centene Corporation. Health Net is a registered service mark of Health Net, LLC.	
All other identified trademarks/service marks remain the property of their respective companies. All rights reserved.	
19-357 BRO029430EO00 (8/19)	