

ONLINE INSTRUCTIONS FOR FINDING AN IBSI “PASSPORT” NETWORK HEALTH CARE PROVIDER

1. Go to the IBS website at www.IBSINC.ws
2. Click on “**Directory**” tab at top of page
3. Read disclaimer page and click on “**I Agree**” at bottom of page
4. At bottom of next page, there is a window for entering the identification for an employer. You should type “**MATC**” in that window.
5. Then click on either the “**Provider search**” or “**Facility search**” button.
(If are trying to find a specific doctor, therapist, etc., you should click on ‘Provider Search’; if you are seeking a clinic, hospital, health center, rehabilitation center, or medical services center, click on “Facility Search”.)
6. If you choose Provider Search, fill in the name of the provider and the city and state of his or her location; if you are just looking to find an in-network provider, fill in the city, state, and medical specialty that you need. Two areas of attention when using this feature:
 - a.) use the correct city – providers in Brookfield are NOT necessarily included in a list of Milwaukee providers;
 - b.) pay attention to the address given with the provider’s name. Many health providers work out of multiple locations; only services rendered at the address(es) given on the list will result in higher benefit payments under the PPO Plan.
7. If you choose “Facility Search”, fill in the city and state where the facility is located at a minimum. An alphabetical listing of all of the in-network facilities in the city you specified will appear. You can see a more concise listing by specifying a medical specialty for the facility, if you know it.