

# The Health Care Professional Toolkit



The Health Care Professional Toolkit was created for our participating physicians and their office staff to help with timely and accurate payment. It also offers tips for hassle-free patient care and provides you with meaningful information. We designed it as a resourceful manual to assist you in doing business with us.

## Step 1

Access the Health Care Professional Toolkit from our secure provider website.

Visit <https://navinet.navimedix.com> to log in or register.

## Step 2

Once you have logged in, choose "Aetna Health Plan" from your Plan Central home page.

## Step 3

From the Aetna Health Plan home page, select "Aetna Support Center" then "Doing Business with Aetna" from the left navigation menu bar.

Note: A new window will open.

Subject	Date
<a href="#">Access to Precert Submission just got easier!</a>	06/10/2011
<a href="#">Are the providers within your NaviNet office accurate?</a>	06/07/2011
<a href="#">See what our Payment Estimator can do for your bottom</a>	06/07/2011

## Step 4

From the “Doing Business with Aetna” section, scroll down on the page and click on the link for “Health Care Professional Toolkit — Office Manual.”



## Step 5

Scroll down on the page and click on the link “View the Toolkit.”

Note: A new window will open.



## Step 6

The first time you view the toolkit, it is important to choose your region by clicking on your state in the map — the system will remember your region the next time you log in.

To navigate within the Health Care Professional Toolkit, simply click on a topic for it to display. The “+” sign next to a topic indicates this section has sub-sections. Click the “+” sign to display the sub-sections.



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Health benefits and health insurance plans contain exclusions and limitations. Health information programs provide general health information and are not a substitute for diagnosis or treatment by a physician or other health care professional. Information is believed to be accurate as of the production date; however, it is subject to change. For more information about Aetna plans, refer to [www.aetna.com](http://www.aetna.com).