



How to Enroll with a Direct Primary Care (DPC) Practice in Employee Navigator

Plan Year 4/1/2023 – 3/31/2024



INTRODUCTION STEPS

- Visit: www.savatreebenefits.com
- Click on 'Enroll Here' 
- Log into Employee Navigator (EN)
- If you enrolling your spouse into the DPC plan, include name, phone # and email in the Emergency Contact section of EN
- Follow enrollment / benefit selection steps

Step 1: Elect the DPC plan and click “Save & Continue”

No election on file

Who am I enrolling?

 Myself

Which plan do I want?

 2023 DPC + Open Access

\$58.16
Cost per pay period

Effective on 04/01/23
Employee

[Compare](#) [Details](#)  [Selected](#)

 2023 PHCS + Open Access Plan

\$67.56
Cost per pay period

Effective on 04/01/23
Employee

[Compare](#) [Details](#) [Select](#)

[Save & Continue](#)

Helpful Resources

- [2023 DPC + Open Access Providers](#)
- [2023 DPC + Open Access Plan SBC](#)



Step 2: Read the Disclosure for instructions on selecting a Provider

Who am I enrolling?
Myself

Helpful Resources

Plan Notices

Please read and agree to the following plan notices

Disclosures

On the following screen you will be prompted to provide your primary care practice location details.

Take note of the below instructions for selecting your primary care practice location. Be aware, once you click the green agree button below, this window will close and you will no longer have access to these instructions.

1. Once you are on the primary care physician form screen, click the Primary Care Physician Directory Website link. The link should open in a separate browser tab or window.
2. Use the map or the facility list by state below to find the practices near you, and select the practice location you desire. Take note of the 3-digit code and practice location name.
3. Proceed back to the Employee Navigator tab or window in your browser, and click the Add/Edit button. Enter the 3-digit code in the PCP ID field, and enter the practice location name in the Name field.

PeakMed Member Services will conduct outreach after enrollment to establish primary care physician selection.



Which plan

Compare

Cost per pay period

Compare Details Select

Save & Continue

Step 3: Open the Directory Website link, then click “Add/Edit” to input your Provider Info

Primary Care Physician Form

Your PCP (Primary Care Physician) is the doctor who will coordinate your care. The PCP you choose is likely to be the one you will visit most often, so choose carefully.

If you have a family, you may select one general practitioner as the PCP for your entire family, or you may select different doctors for different family members.

Review the link below to identify your PCP's Provider ID before adding a PCP for you and your enrolled dependents.

NOTE: In most cases, the Provider ID can be found by searching for the provider on your insurance carrier's "Find a Provider" tool on their website. If the carrier does not provide the Provider ID online, please contact the provider directly.

[Primary Care Physician Directory Website](#)

	Name	Relationship	PCP ID	PCP Name	Current Patient
Add/Edit *	Demo Employee	Employee			No

⚠ * You must add Primary Care Physician information for yourself and each dependent.

Progress: 5 of 17



[View steps](#) >

Continue

Step 4: Use the PeakMed Map/Provider list to select a Provider. Note the Location Number and Name

peakmed.com/savatree

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New Hampshire

#079 Maple Family Health – 11 Kimball Dr, Suite 120, Hooksett, NH 03106

New York

#600 One Medical Midtown – 42nd St 489 5th Ave, New York, NY 10017

#600 One Medical Wall Street – 30 Broad St, New York, NY 10004

#600 One Medical Midtown – E 53rd St (Madison) 515 Madison Ave, New York, NY 10022

#600 One Medical W 14th St (Meatpacking) – 408 W 14th St, New York, NY 10014

#600 One Medical 5 Columbus Circle – 1790 Broadway, New York, NY 10019

#600 One Medical Flatiron – 35 E 21st St, New York, NY 10010

#050 Altucare Primary Medical Care – 347 Fullerton Ave, Suite 1, Newburgh, NY 12550

Step 5: Fill in the Type, PCP/Provider ID, & Name Click Save to finalize your election

The screenshot shows a web interface for selecting a Primary Care Physician. A modal window titled "Primary Care Physician" is open, containing the following fields:

- Type: Medical (dropdown menu)
- PCP or Provider ID (see provider directory): 600 (text input)
- First and/or Last Name: One Medical Midtown (text input)
- City: (empty text input)
- State: --Select-- (dropdown menu)
- Current Patient?:

At the bottom of the modal are "Save" and "Cancel" buttons. Red arrows point to the "Type", "PCP or Provider ID", "First and/or Last Name", and "Save" fields/buttons. The background shows a "Primary Care Physician" section with a table and a red warning message.

Name	Relationship	PCP ID	PCP Name	Current Patient
Add/Edit *	Demo Employee	Employee		No

*** You must add Primary Care Physician information for yourself and each dependent.**

HELPFUL INFORMATION

- Your enrollment information will be sent to PeakMed+one medical
- Upon receipt by the Direct Primary Care practice you selected , they will call you (and your spouse, if they are covered) to set an appointment for the initial intake/onboarding visit
- For additional help, call our Medical Plan Concierge, available 24/7 at 866-569-60912, powered by  **Acuity**Group

