

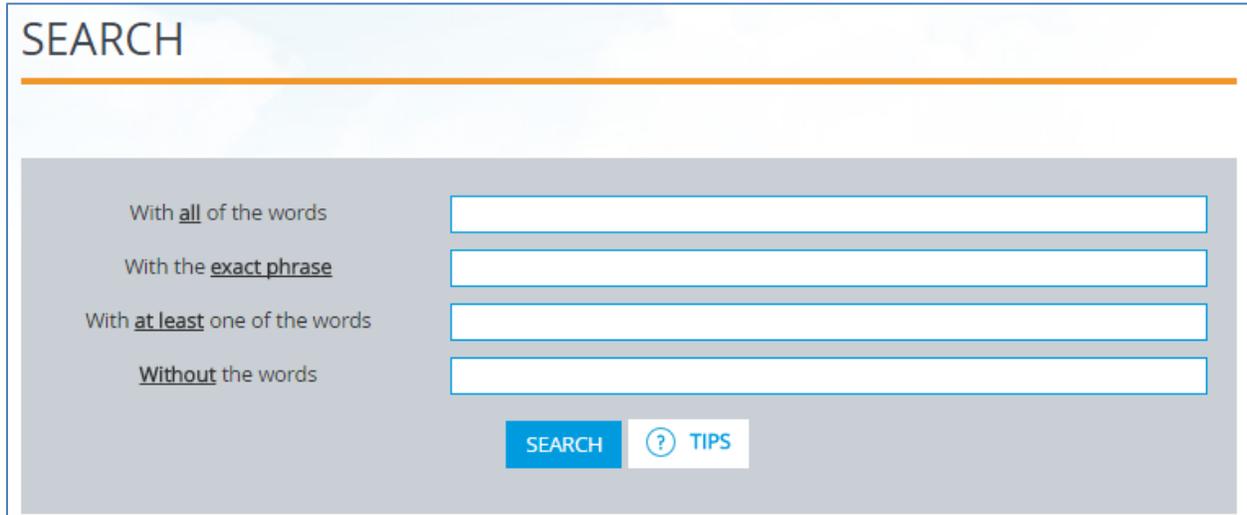
# PROVIDER RESOURCE CENTER

## ADVANCED SEARCH FUNCTIONALITY

When performing a SEARCH on the new site, you will notice a question mark icon at the right of the search bar,  . Clicking this icon will take you immediately to the "Advanced Search" page, or you can perform a search without it and have the option to use it from the results.

There are several advantages to using the advanced page, below is an explanation for your better understanding. As you will see, you don't have to use quotation marks, the plus sign or minus sign as you do in some searches, our page is very user friendly and easy to use!

The "Advanced Search" option provides four ways to narrow your search. You can use one, two, three or all four search parameters to drill-down to your desired results. Below you can see how the options will appear.



The screenshot shows a search interface titled "SEARCH". Below the title is a horizontal orange line. Underneath, there are four search options, each with a text input field to its right:

- With all of the words
- With the exact phrase
- With at least one of the words
- Without the words

At the bottom of the search area, there is a blue "SEARCH" button and a white button with a question mark icon and the text "TIPS".

To use several keywords select the first field "With all of the words," and type the words you would like to return in the search. The results that populate will only be those that include ALL of the keywords you selected.

If there is a particular phrase you are looking for, enter it in the second field labeled "With the exact phrase." Only results with that EXACT phrase will populate. You can use this in conjunction with another search field or by itself.

The third field is great to use if you are not sure exactly what the keyword search should be. Enter several keywords you think may be helpful in the third field labeled "With at least one of the words." Results with ANY of the chosen keywords will return. You can use this in conjunction with another search field or by itself.

In the fourth field you can enter words you do not want to include in the search. For example, if you are searching "claims" in the first field "With All the words," but do not want any special bulletins to return, you would type "special bulletins" in the fourth field labeled "Without the words." This allows you to ELIMINATE additional results that would not be helpful to your search. This field is best used in conjunction with another search field.