



## INSTRUCTIONS FOR ACCESSING AETNA SUPPLEMENTAL GUIDELINES

By following these instructions, you will have access to view the guidelines online from your web browser.

Aetna members may log onto the member portal and select the Login button on the top right hand corner of the screen

<https://www.aetnabetterhealth.com/new-jersey-hmosnp/index.html>

- Scroll down to bottom right
- See the section labeled Resources
- Click on MCG Guidelines
- Follow the prompts as outlined below

Aetna providers may log onto Availity (<https://apps.availity.com/availity/web/public.elegant.login>) from the landing page when you login

- Click on the Payer Spaces on the navigation bar
- Click on the Aetna payer space tile to bring you to our payer space
- Select Resources
- Click MCG Guidelines
- Follow the prompts as outlined below

The link below will allow access to the portal to the Aetna Supplemental Guidelines site for any interested party (non-members).

- [Aetna Supplemental Guidelines](#)

Click on the Aetna Supplemental Guidelines link to take you to the criteria.

Prompts:

**Step 1** On the landing page you must read and “Accept Terms and Conditions” to proceed to next page.

**Step 2** User Information: Once you accepted the terms and conditions, you will be required to enter the following information:

- a. First Name
- b. Last Name
- c. Please indicate what type of category best fits your interest in the guidelines
- d. Click “Next”



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**Step 3** Contact Information: MCG will ask for a preferred way of receiving a verification code (text, email, or telephone).

**Step 4** Access Code: Once you receive your code, enter it into the MCG site.

- You will be shown a list of MCG Guidelines selected for Aetna's Medicare Content
- Click on the guidelines you wish to review in your web browser
- The tool does not allow you to print the guidelines

These guidelines are proprietary to MCG. Aetna is not able to distribute them without the permission of MCG. MCG has provided a Cite Transparency tool that allows accounts and regulators to view multiple guidelines at one time through a web browser.