How to Select or Change your Primary Care Provider (PCP)

1. Go to: https://hr.unca.edu/benefits-enrollment

2. Go to the Benefits Tab, then Benefits Enrollment:
3. Click on the **Benefits Enrollment** button, use your UNCA computer login or Oneport login:

![Benefits Enrollment](image)

**UNC Asheville offers medical insurance through the North Carolina Blue Cross Blue Shield State Health Plan and supplemental insurance policies through the NC Flex program.**

⚠️ **To enroll in or make benefit changes, click the button below:**

![Benefits Enrollment Button](image)

Your username and password will be the same information you use to access your UNC Asheville computer/email or OnePort login.

4. Then click on the **Enroll Now**:
5. Click on Select or Update Primary Care Provider:

6. You may get a message about PCP Copay Reduction just hit the X to close the message.
7. Then select **Search** to go to the BlueCross/BlueShield of NC webpage:

8. If you do not already know the provider/facility you want, you can also **search for one**. **Select the location** you would like to search. Make sure your My Health Plan states North Carolina State Health Plan.
9. **Select** the applicable specialty.

10. Once you have found the Doctor you are looking for be sure the provider accepts North Carolina State Health Plan under Networks Accepted. You would need to click on Affiliations:
11. Then scroll until you see Plans Accepted be sure the doctor accepts North Carolina State Health Plan:

Plans Accepted

- Blue Advantage
- Blue Care
- Blue Options
- Blue Select
- Blue Value
- Classic Blue

North Carolina State Health Plan

12. Then click on Select as PCP. **NOTE: some doctors’ practice in multiple office locations be sure to select the correct address for your doctor to get the PCP copay reduction.**
13. Select OK.

14. This will bring you back to eEnroll with this provider now listed as your PCP, click Next:
15. **Click Next** on the Provider Summary page:

![Provider Summary](image1)

16. **Select Next** on the Tobacco Attestation page:

![Tobacco Attestation](image2)

**I attest that I am NOT a tobacco user, or if I am a tobacco user, I agree to visit a CVS Minute Clinic for at least one tobacco cessation counseling session. (Please note: You may lose your individual $60 monthly premium credit if you do not visit a CVS Minute Clinic 90 days after the last day of Open Enrollment or from your initial enrollment date.) As part of this attestation, I understand that making a false statement, representation or attestation could result in my termination from State Health Plan coverage. I also agree to cooperate with the Plan in any efforts to verify my tobacco status.**

**Select the appropriate response below:**

- I am NOT a tobacco user
- I AM a tobacco user, BUT I agree to visit a CVS Minute Clinic for at least one tobacco cessation counseling session within 90 days after the last day of Open Enrollment or from my initial enrollment date
- I AM a tobacco user

![Next](image3)
17. Select Save on Medical Summary page:

18. Don’t forget to save your selections when you are finished. Click Save Changes: