How to Generate a Service Coordinator Report in NaviNet

Keystone First
Community HealthChoices

Delivering the Next
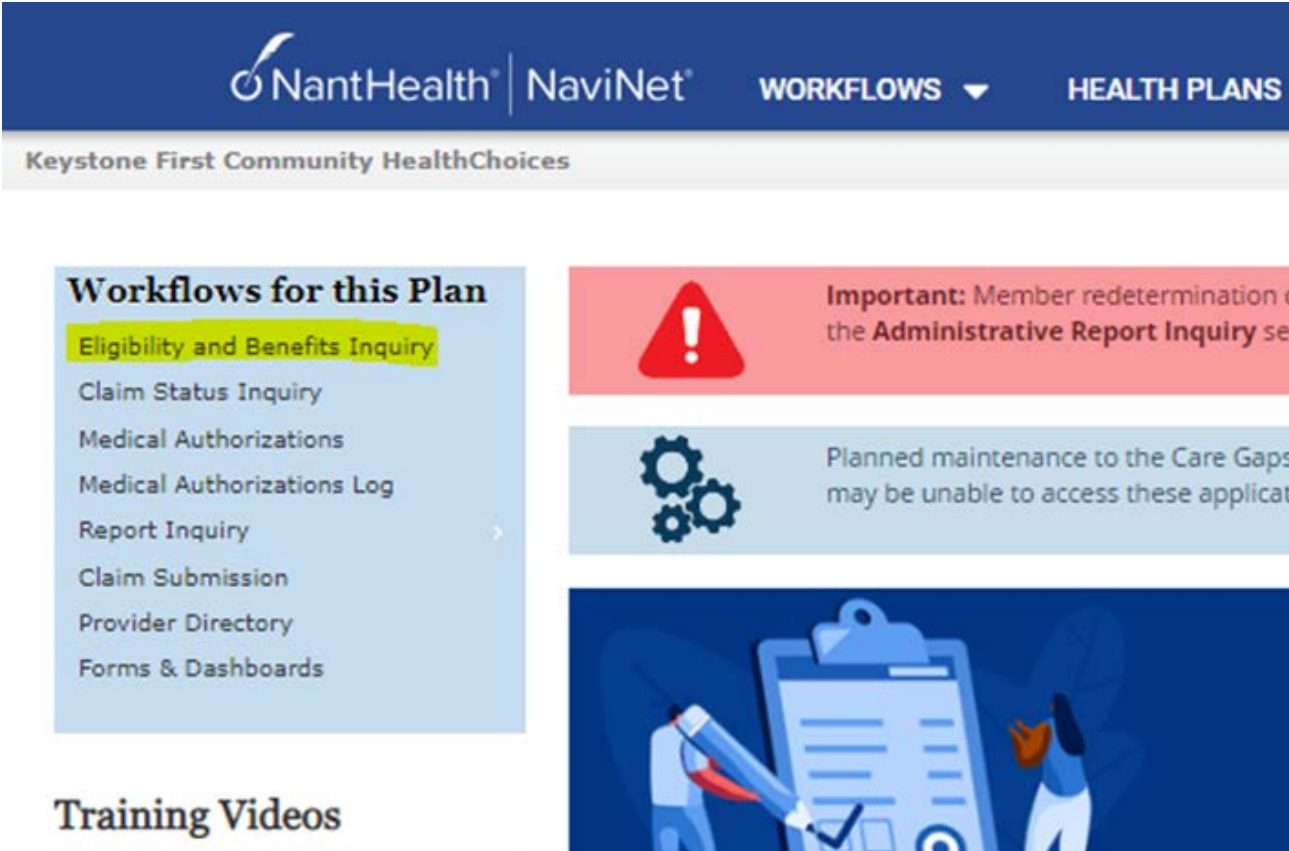**Generation**
of Health Care

1. Once you have logged in to NaviNet, locate the **Workflows** menu at the top left of your screen. Click on **My Health Plans**.

2. Select your health plan: Keystone First Community HealthChoices.

3. At the top left of your screen, you will find **Workflows for this Plan**. Click **Eligibility and Benefits Inquiry**.

4. Enter **Member Id** here and click on **"Search"**.

5. Click the "Current Service Coordinator" link from Patient Alert details pop up window. Service Coordinator report will be generated in a PDF format.

Service Coordinator information will display here

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