**LOUISIANA DEPARTMENT OF INSURANCE**

**Searching the Policy Form Matrix**

**Locating Health Insurance Products**

**1.  The Insurance Product Codes can be searched by a "List" view.**

The List View allows you to minimize what you are looking for.  This allows you to locate the appropriate Product by levels. As you click on a "+"the level above it disappears. When you see a "=" you have reached the Product.   Click on the Product name. In the space to the right of the reading from the top, you will find the complete Product Name, LA Product Code, description of the Product, access to the Statement of Compliance, and All Legal References For Product Compliance that apply to that distinctive Product.

**2.  The Insurance Product can be searched by a "Tree" view.**

The Tree View allows you to locate the appropriate Product by climbing *down* from the top of the tree.  As you click on a "+" the branch will expand, and keep expanding until it has reached the product. When you see a "=" you have reached the Product. .   Click on the Product name. In the space to the right of the reading from the top, you will find the complete Product Name, LA Product Code, description of the Product, access to the Statement of Compliance, and All Legal References For Product Compliance that apply to  that distinctive Product.

### 3. The Insurance Product can be search by using the "Search Mode".

The Search feature is located on the left side at the top. When you click on the search mode a window will appear on the right. You will then be able to search by the Name of the product or by the Product Code.

- To search by name for example, type in the "NAME" space a word like "health".  All products that contain the word "health" will appear on the left.  You would then need to locate the appropriate product that you were looking for.

- To Search by product number for example, you could type in all or part of the product number and all products that contain that number will appear on the left.  You would then need to locate the appropriate product that you were looking for.