## www.mydentalcoverage.com

## MyDentalCoverage

This site provides benefits, claims and eligibility information for members and providers

### **For Dentists**

My Patients' Benefits offers secure access to patient information such as benefits, enrollment, claim status, allowance information, maximums, deductibles and procedure history.

<u>Reimbursements</u> allow dental offices to view a summary of reimbursements and details of each check, including information on associated claims.

Submit Claims using <u>Speed eClaim</u>, our free, claims-processing system that offers instant claims editing and resubmission, real-time explanations of benefits and cost savings for your office through reduced expenses for paper, ink and postage.

#### Add a Date of Service to a Predetermination

Search for a predetermination claim and add the dates of service.

#### Add X-rays to a Rejected Claim

New

Search for a rejected claim and add X-ray attachments.

Manage Electronic Funds Transfer (EFT) online to receive payments directly to your bank account.

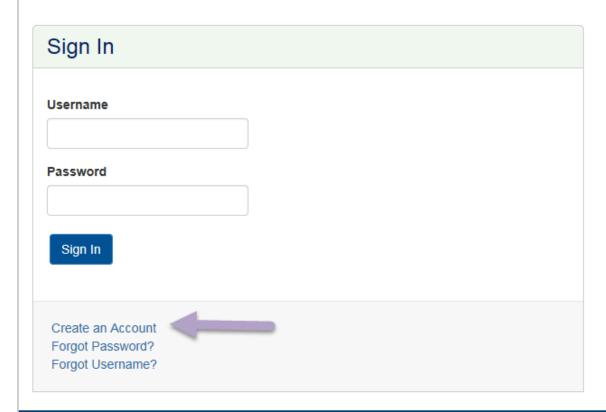
#### Schedule of Allowances

Download the schedule of allowances for your participating networks.



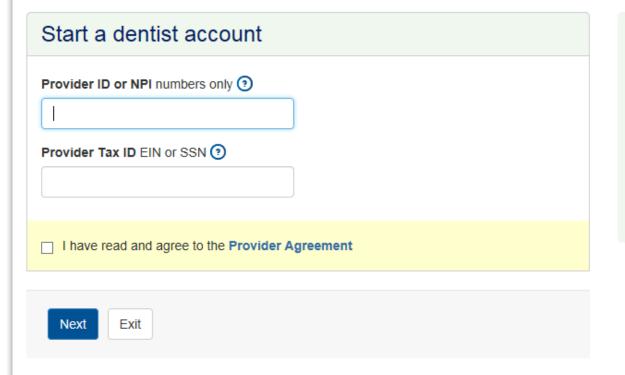


## **Account Access**



## Create an Account

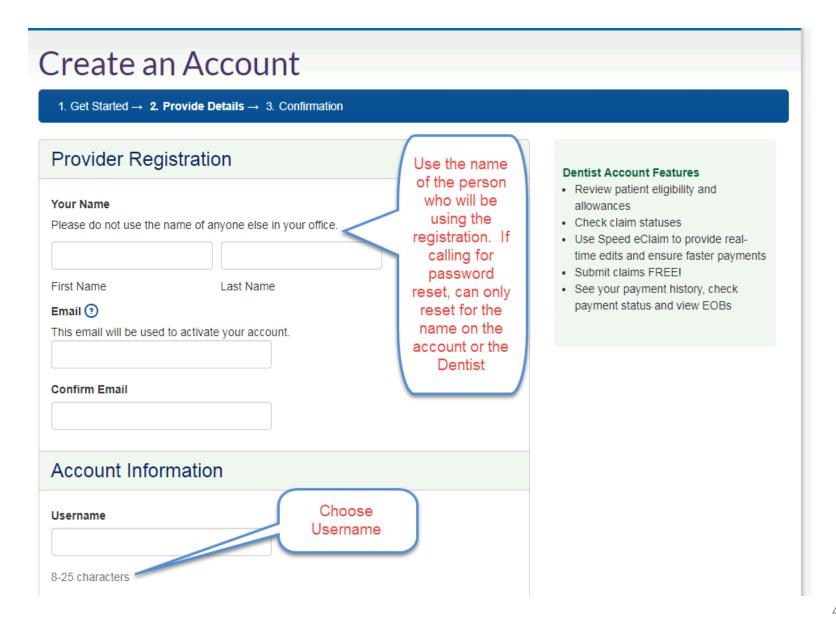
**1. Get Started**  $\rightarrow$  2. Provide Details  $\rightarrow$  3. Confirmation



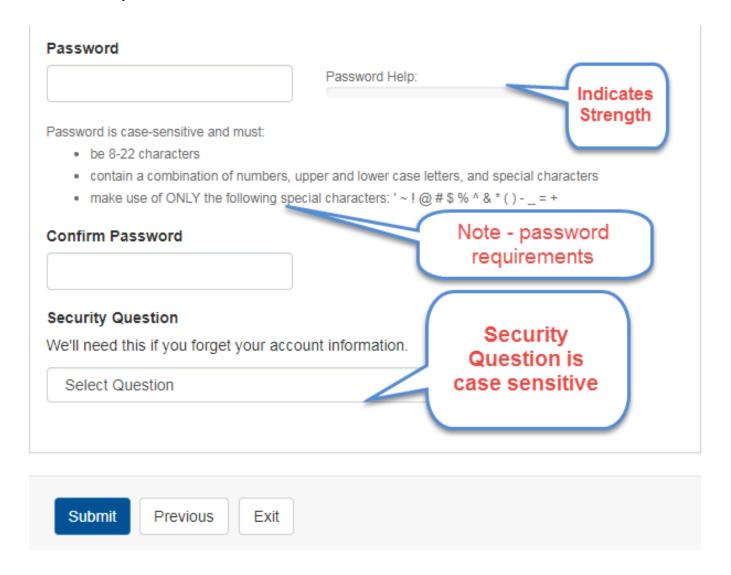
#### **Dentist Account Features**

- Review patient eligibility and allowances
- · Check claim statuses
- Use Speed eClaim to provide realtime edits and ensure faster payments
- · Submit claims FREE!
- See your payment history, check payment status and view EOBs

## Complete the Fields as indicated



## Complete the Fields as indicated – click submit



## Password

\*\*\*\*\*\*\*\*\*

Password meets requirements

Password is case-sensitive and must:

- be 8-22 characters
- · contain a combination of numbers, upper and lower case letters, and special characters
- make use of ONLY the following special characters: '~!@#\$%^&\*()-\_=+

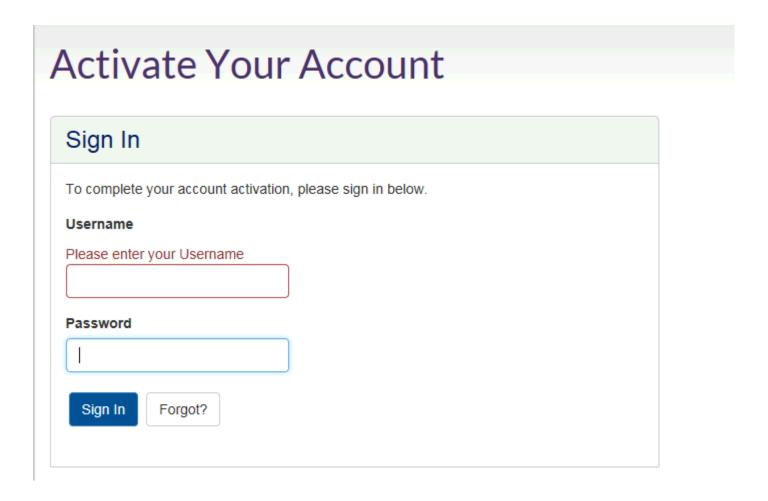
## **Security Questions**



## **Email sent to Activate Account**

Cc:		
Subject:	Activate your United Concordia Dentist Account	
8	1 · · · 1 · · · 1 · · · 2 · · · 1 · · · 3 · · · 1 · · · 4 · · · 1 · · · 5 · · · 1 · · · 6 · · · 1 · · · 7 · · · 1 · · · 8 · · · 1 · · · 9 · · · 1 · · · 10 · · · 1 · · · 11 · · · 11 · · · ·	
Thank	k you for creating a United Concordia Dental online account. Your username is: GDtesting	
Click	the activation link below to complete the process and activate your account.	
Activa	ation Link: https://www.unitedconcordia.com/duadrr/login.xhtml?key=MjIwOTU2OQ%3D%3D	
If the	e link doesn't work:	
	<ol> <li>Copy the link. (Please be sure the copy the whole link; it may wrap over two lines.)</li> <li>Paste it into your browser.</li> <li>Press Enter.</li> </ol>	E
Your	online account is a convenient and secure way to manage your patients' dental benefits.	
After	r your account is activated, you can sign in to your secure account at: https://www.unitedconcordia.com/duadrr/login.xhtml	
Abou	ut This Email	
	<ul> <li>This email was sent because you used an online service.</li> <li>If you received this email in error, please delete it from your inbox.</li> <li>To view our Privacy Policy: <a href="https://www.unitedconcordia.com/dental-insurance/home/privacy/">https://www.unitedconcordia.com/dental-insurance/home/privacy/</a></li> </ul>	
	<ul> <li>Do not reply to this email; it will be returned to an unmonitored mailbox.</li> <li>If you cannot activate your account, please contact technical support at 1-800-633-5430.</li> </ul>	
Entir	re Contents Copyright © 2015 United Concordia Companies, Inc. All Rights Reserved.	
		,

# Close out previous browser and sign in to new browser

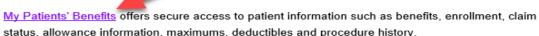


# Select Task and the Log In page will come up, sign in

## **MyDentalCoverage**

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#### Schedule of Allowances

Download the schedule of allowances for your participating networks.





## MyPatients'Benefits



## Welcome to MyPatients' Benefits

✓ Patient Dashboard

Find the information you need most often, all in one place

✓ Claims Access

View claims for any office registered under your Tax ID and in a more intuitive format

- ✓ Procedure Lookup
  - Calculate patient allowances for any office registered under your Tax ID and view additional procedure information
- Service History

Access patient history more easily and apply filters to manage views

✓ Print Options

Print benefits and service history more easily

And more...

It's here! A faster way to find patients' dental benefits information. See what's new.

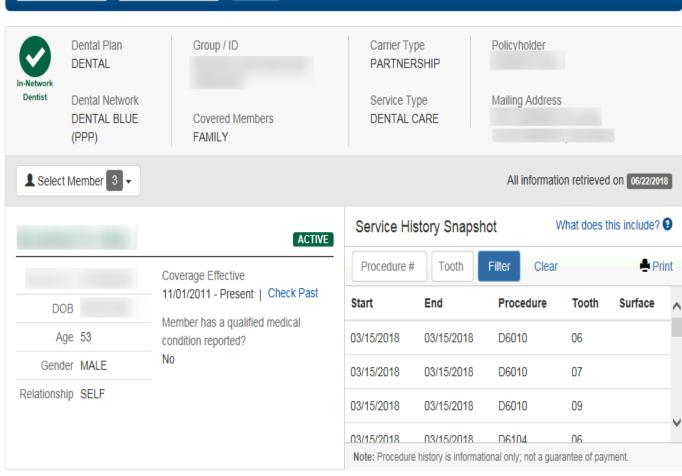
Contact Us | Fraud | Privacy Policy | Integrity Process

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- Provider and Patient Specific Benefits
- Provider In Network
- Enrollment information
- Service History
- Tabs for Benefits, Claim Status and Ortho treatment
- Out of Network

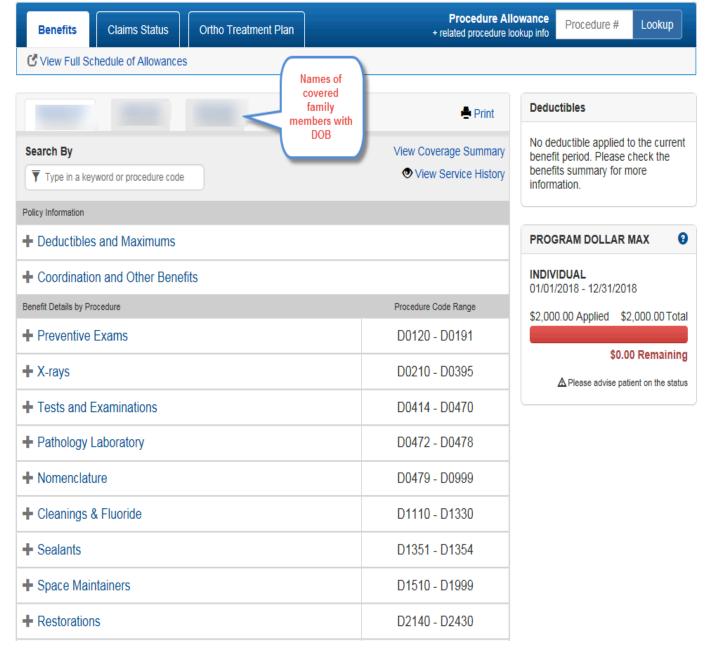




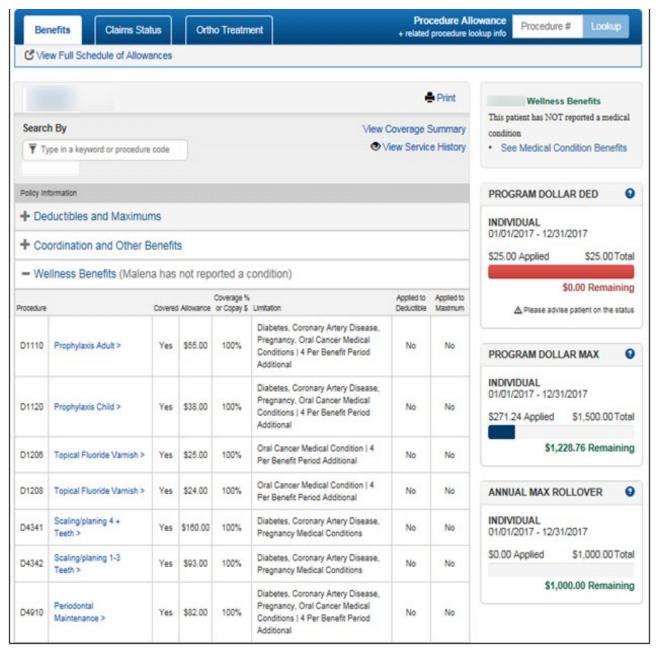




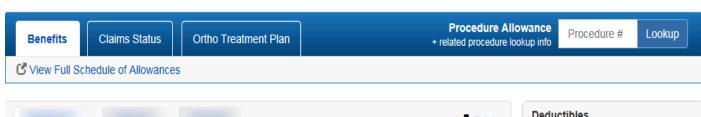
- Initial view of Benefits screen
- Procedure categories sorted by ADA code ranges
- To see
   additional
   benefits
   available if
   medical
   condition
   reported click
   See Medical
   Condition
   Benefits

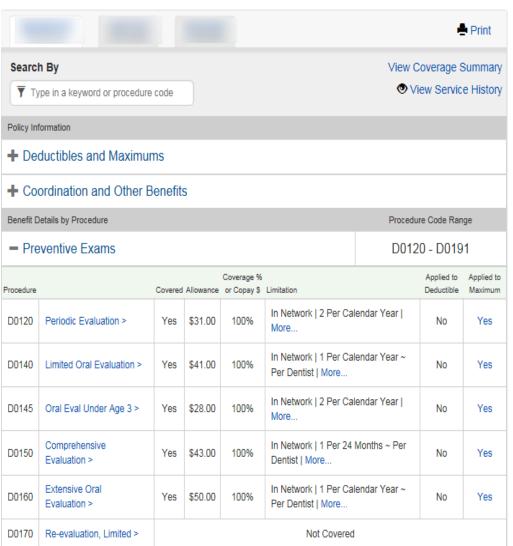


 Display of additional benefits member would have if a medical condition was reported



- Deductible & Maximum information will remain as a graphic and as text at top of benefits section
- + and allow user to expand to the details under the procedure category
- Click on procedure row to get to additional details



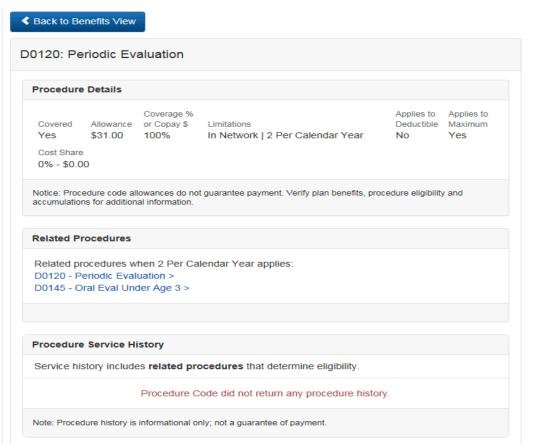


#### **Deductibles**

No deductible applied to the current benefit period. Please check the benefits summary for more information.



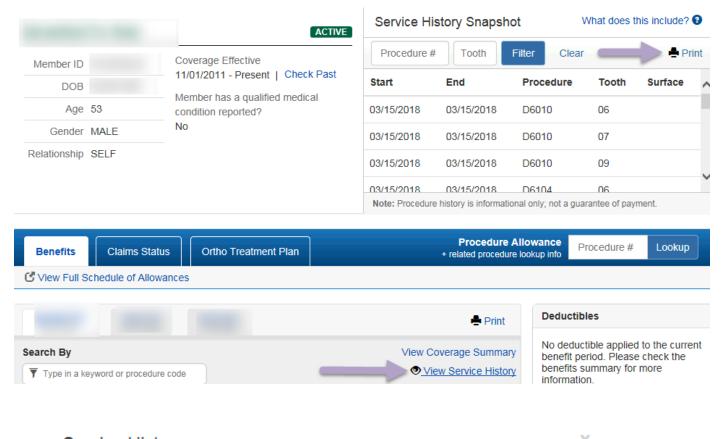
Procedure
 history relative
 to selected
 procedure is
 displayed to
 assist the office
 in determining
 patient
 eligibility for
 service

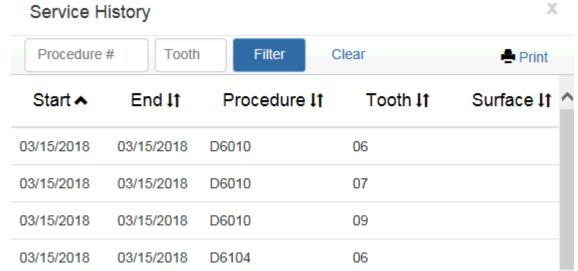


Additional Policy Details	
Policy Type	Description
Age-related Benefits Cease	Dependent ~ Age 26 And Older ~ Administered By Group
Age-related Benefits Cease	Student Dependent ~ Age 26 And Older ~ Administered By Group
Individual Maximum	\$2,000 Per Calendar Year ~ In network ~ Age 19 And Older

Procedure Dictionary	
Surgery Preoperative Days	0
Surgery Postoperative Days	0
Benefit Category	DENTAL DIAGNOSTIC SERVICES
Treatment Length Required	NO
Radiograph Type	
Valid Tooth Surface	
Valid Tooth	_

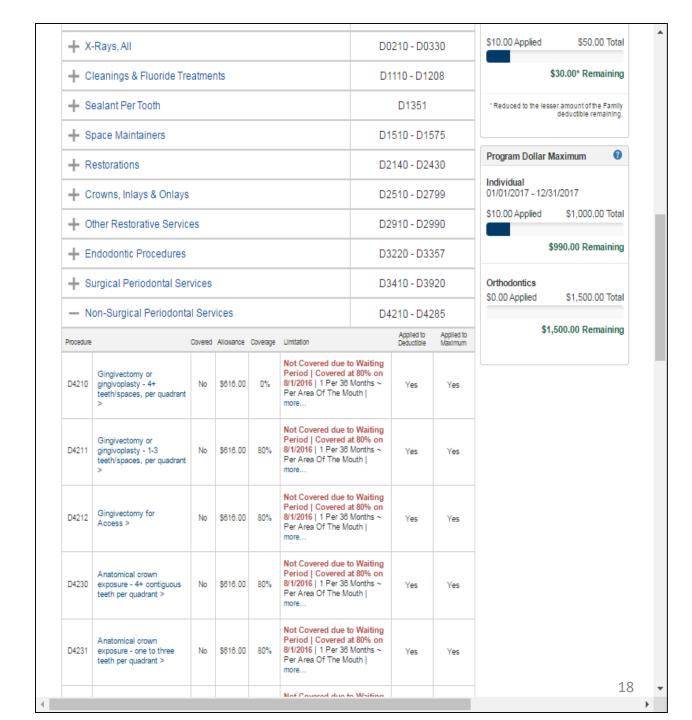
 Patient full procedure history is available in the procedure look or from the View Service History Link in Benefit section



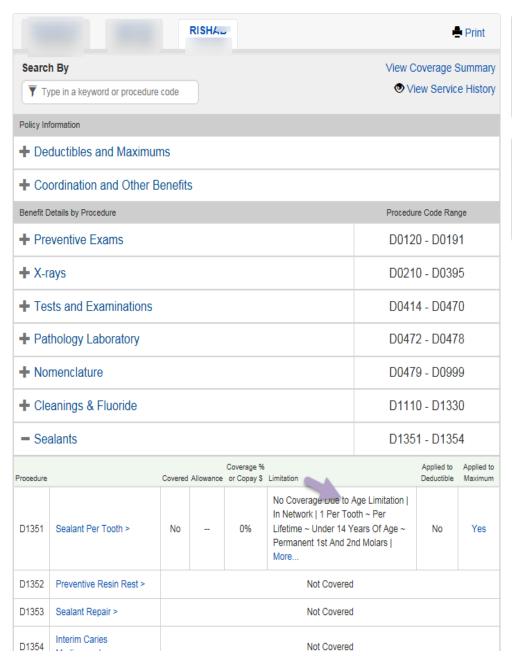


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- Waiting Periods shown when applicable
- Shows the % of benefit after the waiting period
- Provides the date the waiting period is over



- Patient specific benefit information.
   Sealant not covered for due to age – Not covered, 0% and limitation
- Covered by plan but not covered for patient



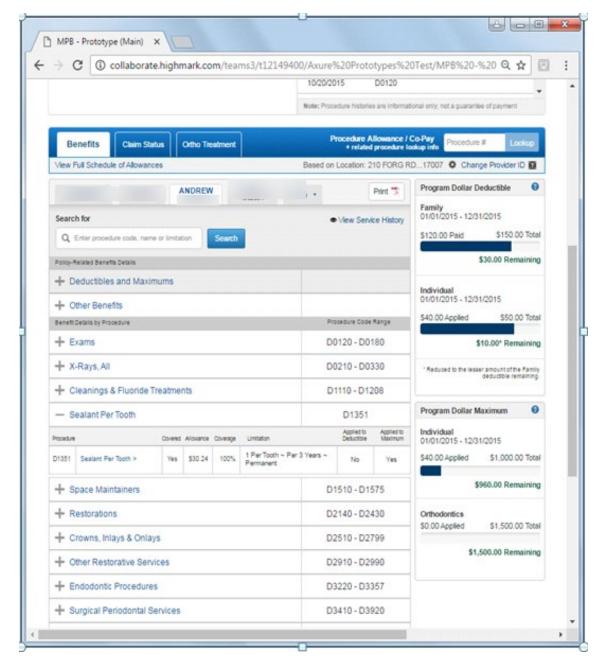
#### Deductibles

No deductible applied to the current benefit period. Please check the benefits summary for more information.

#### Maximums

No maximum applied to the current benefit period. Please check the benefits summary for more information.

- Change patient to child Andrew
- Expand sealant coverage
- Benefits specific to Andrew and now shows covered



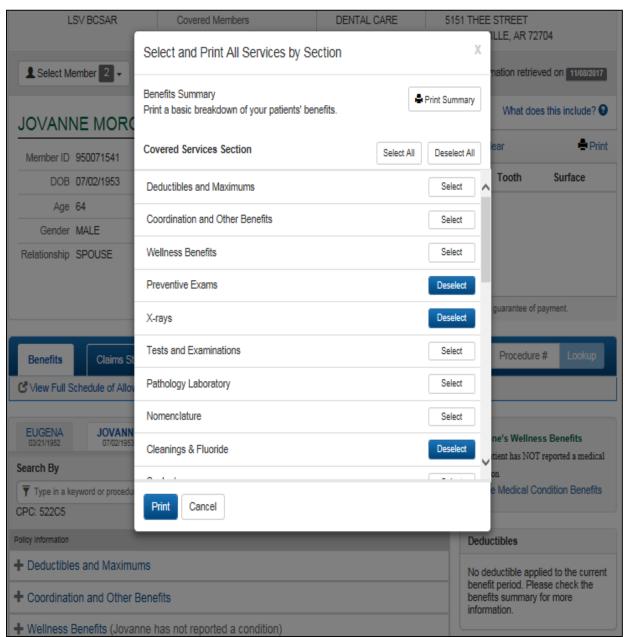
 Not covered by plan

Alternate Benefit

Benefit D	etails by Procedure					Procedu	re Code Ran	ge
- Pre	eventive Exams					D012	0 - D019	1
Procedure		Covered	Allowance	Coverage % or Copay \$		,	Applied to Deductible	Applied to Maximum
D0120	Periodic Evaluation >	Yes	\$31.00	100%	In Network   2 Per Ca More	lendar Year	No	Yes
D0140	Limited Oral Evaluation >	Yes	\$41.00	100%	In Network   1 Per Ca Per Dentist   More	lendar Year ~	No	Yes
D0145	Oral Eval Under Age 3 >	Yes	\$28.00	100%	In Network   2 Per Ca More	lendar Year	No	Yes
D0150	Comprehensive Evaluation >	Yes	\$43.00	100%	In Network   1 Per 24 Dentist   More	Months ~ Per	No	Yes
D0160	Extensive Oral Evaluation >	Yes	\$50.00	100%	In Network   1 Per Ca Per Dentist   More	lendar Year ~	No	Yes
D0170	Re-evaluation, Limited >				Not Covered	ı		
D0171	Post-operative Office Visit >				Not Covered	ı		

D2391	1 Surf Resin Posterior >	Yes	\$112.00	67%	In Network   1 Per 12 Months   No Alternate Benefit   More	No	Yes
D2392	2 Surf Resin Posterior >	Yes	\$143.00	67%	In Network   1 Per 12 Months   No Alternate Benefit   More	No	Yes
D2393	3 Surf Resin Posterior >	Yes	\$172.00	67%	In Network   1 Per 12 Months   No Alternate Benefit   More	No	Yes
D2394	4 Or More Surf Resin Post >	Yes	\$190.00	67%	In Network   1 Per 12 Months   No Alternate Benefit   More	No	Yes

- PDF Print / Save capability
- Select sections the provider is interested in details for
- Select all sections if needed



## Print

All information retrieved on 11/08/2017



Dental Plan DENTAL

Provider ID

Group / ID VSP DENTAL GOLD PLUS 05/01/2017 - Present VISI / F01486000

Coverage Effective **ACTIVE** 

Name

**Deductibles and Maximums** 

Individual Deductible: \$20 Per Contract Year ~ In network Individual Maximum: \$1,000 Per Contract Year ~ In network

Benefit Deta	ils by Procedure						
Preventive E	Exams				D0120	- D0191	
Procedure		Covered	Allowance	Coverage % or Copay \$	Limitation	Applied to Deductible	Applied to Maximum
D0120	Periodic Evaluation	Yes	\$31.00	100%	In Network   2 Per Contract Year ~ Per Same Group	Yes	Yes
D0140	Limited Oral Evaluation	Yes	\$41.00	100%	In Network   1 Per Contract Year ~ Per Dentist ~ Per Same Group	Yes	Yes
D0145	Oral Eval Under Age 3				No Coverage		
D0150	Comprehensive Evaluation	Yes	\$43.00	100%	In Network   1 Per 24 Months ~ Per Dentist ~ Per Same Group	Yes	Yes
D0160	Extensive Oral Evaluation	Yes	\$50.00	100%	In Network   1 Per Contract Year ~ Per Dentist ~ Per Same Group	Yes	Yes
D0170	Re-evaluation, Limited				No Coverage		
D0171	Post-operative Office Visit				No Coverage		
D0180	Periodontal Evaluation	Yes	\$52.00	100%	In Network   1 Per Contract Year ~ Per Dentist ~ Per Same Group	Yes	Yes
D0190	Screening				No Coverage		
D0191	Assessment				No Coverage		
					D0240	DOSOE	

View / Print Coverage Summary All information retrieved on 11/08/2017

In-Network

Dentist

Dental Plan DENTAL

Provider ID

Group / ID Coverage Effective
VSP DENTAL GOLD PLUS 05/01/2017 - Present
VISI / F01486000

Name

**Deductibles and Maximums** 

Individual Deductible: \$20 Per Contract Year ~ In network
Individual Maximum: \$1,000 Per Contract Year ~ In network

#### **Benefits Summary**

View detailed benefits for procedure level coverage, exclusions and limitations

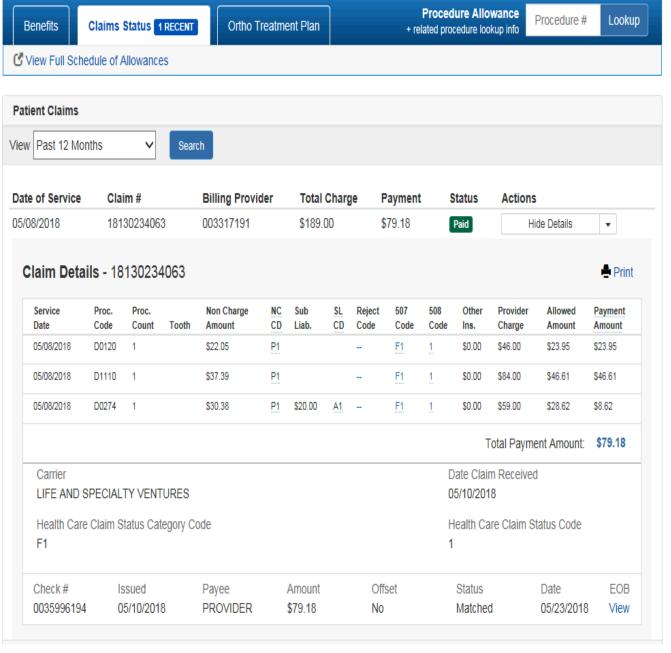
Category	Procedure*	Coverage % or Copay \$*	Category	Procedure*	Coverage % or Copay \$*
Exams	D0120	100%	Endodontics	D3330	80%
Cleanings	D1110	100%	Periodontics	D4341	80%
Sealants	D1351	Not Covered	Implants	D6010	50%
Bitewing X-Rays	D0274	100%	Oral Surgery	D7210	80%
Full Mouth X-Rays	D0210	100%	Implant Related Prosthetics	D6058	50%
Space Maintainers	D1510	Not Covered	Prosthetics	D6240	50%
Basic Restorative, Fillings	D2150	80%	Orthodontics	D8080	Not Covered
Basic Restorative, Fillings	D2391	80%	Wellness Benefits Due To Qualifying Medical Condition		No condition reported
Crowns	D2750	50%	Missing Tooth Clause		Will Not Apply

Provider Acknowledges and understands that the information contained herein reflects current files. Claims will be processed according to benefit and membership information on our files at the time of processing. Therefore, the information contained herein does not guarantee reimbursement.

<sup>\*</sup> The procedure code and coverage listed for a category represent one example. Coverage will vary for the category depending on the procedure code used.

 Claim Status – recent claim alert

View Details



## Reimbursements

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New

Search for a rejected claim and add X-ray attachments.

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#### Schedule of Allowances

Download the schedule of allowances for your participating networks.

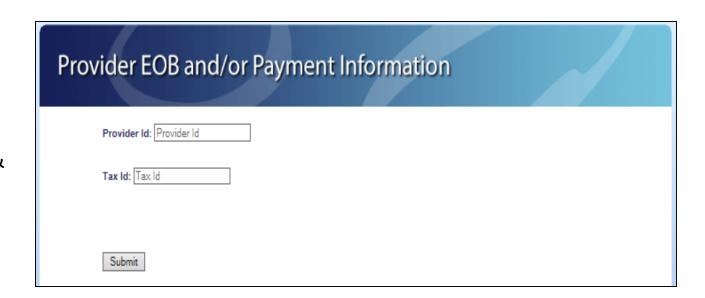




## Reimbursements

 After logging in, Enter Provider ID & Tax ID

- Enter date range to search provider check information
- Select
   Search Date Range





## Provider EOB and/or Payment Information

EOBs and Payments processed under the Tax id (the same one used to register the User id) are displayed via this option.

Key the Begin and End dates and select the Search Date Range button to see providers and offices with EOBs and/or Payments for a time frame.

 Begin Date (MM/DD/CCYY)
 03/28/2018
 End Date (MM/DD/CCYY)
 04/12/2018

Search Date Range

The groups and providers on this list have EOBs and/or Payments for the time frame above.

To view more use the scroll bar.

Provider Name will appear here; Select and Click Submit button below

Select the group or provider and Click on the Submit button to view EOBs and/or Payments.

Submit Return to Website

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## Summary of recent provider payments and EOBs displayed

## Provider EOB and/or Payment Information

## **EOB And/Or Payment Summary**

View The Results For Payee ID:

Issue Date Range: 03/28/2018 To 04/12/2018 Click on the Check / EFT # to see additional details EFT (Payment Pending) details can be viewed 3 business days after Click to see complete FOB Issue Date Check/EFT Ind. Check/EFT# EOB Bank Ac 04/05/2018 No Payment EOB 04/05/2018 No Payment EOB 04/05/2018 No Payment EOB 03/29/2018 Claim Payment Check \$ 17.60 EOB 03/29/2018 Claim Payment Check EOB \$ 130.92 03/29/2018 Claim Payment Check \$ 305.37 EOB 03/29/2018 No Payment EOB

Total Number of Rows Displayed: 7

New Search Return to Website

If you use assistive technology (such as a screen reader, eye tracking device, voice recognition software, etc.) and have difficulty reading information on the EOBs, please email us at <a href="mailto:accessibility@unitedconcordia.com">accessibility@unitedconcordia.com</a>

## Check Detail or EOB available online

## Provider EOB and/or Payment Information

#### Check Detail Information

#### Details For the Check Number:

Issue Date:

11/07/2017

Amount:

\$162.20

Payee #:

Payee Name:

Payee Address:

Bank Status

Matched

Bank Status Date:

11/07/2017

## **Check Related Claims**

List of related claims				
Claim No	From DOS	Patient Name	Paid Amt	Member Corr ID
0017303245205	10/30/2017		\$30.34	
0017308293205	11/02/2017		\$84.84	
0017304332289	10/31/2017		\$87.02	

Total Number of Related Claims Displayed: 3

Back to Check Summary Information New Search Return to Website

## Speed eClaim®

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Speed eClaim® quick entry – used when no attachments; COB information or any special comment needs to be entered

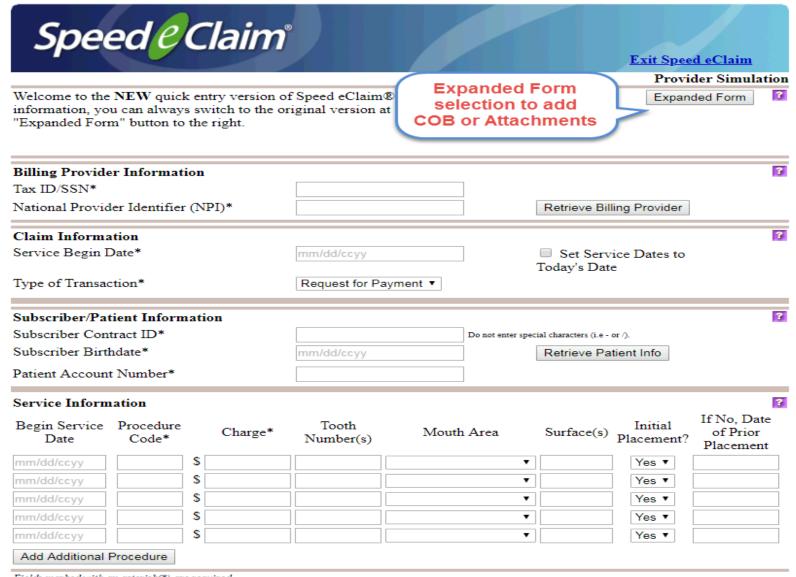
Spee	ede	Claim					Exit Spee	d oClaim
								der Simulation
Welcome to the I information, you "Expanded Form	can always	switch to the or						ded Form
Billing Provider Tax ID/SSN*	· Informatio	)n						7
National Provide	er Identifier (	NPI)*				Retrieve Bil	ling Provider	
Claim Informat Service Begin D	ate*		mm/dd/ccyy			☐ Set Serv Today's Dat	ice Dates to	7
Subscriber/Pati Subscriber Contr	ent Informa	ition	Request for Pa		ot enter spec	ial characters (i.e -	or /).	[2]
Subscriber Birth Patient Account			mm/dd/ccyy			Retrieve Pa	tient Info	
Service Informa Begin Service Date	Procedure Code*	Charge*	Tooth Number(s)	Mouth Are	ea	Surface(s)	Initial Placement?	If No, Date of Prior Placement
mm/dd/ccyy		\$			•		Yes ▼	
mm/dd/ccyy		\$			•		Yes ▼	
mm/dd/ccyy		\$			•		Yes ▼	
mm/dd/ccyy		\$			•		Yes ▼	
mm/dd/ccyy  Add Additional P		\$			•		Yes ▼	
Add Additional P	locedure							

Fields marked with an asterisk(\*) are required.

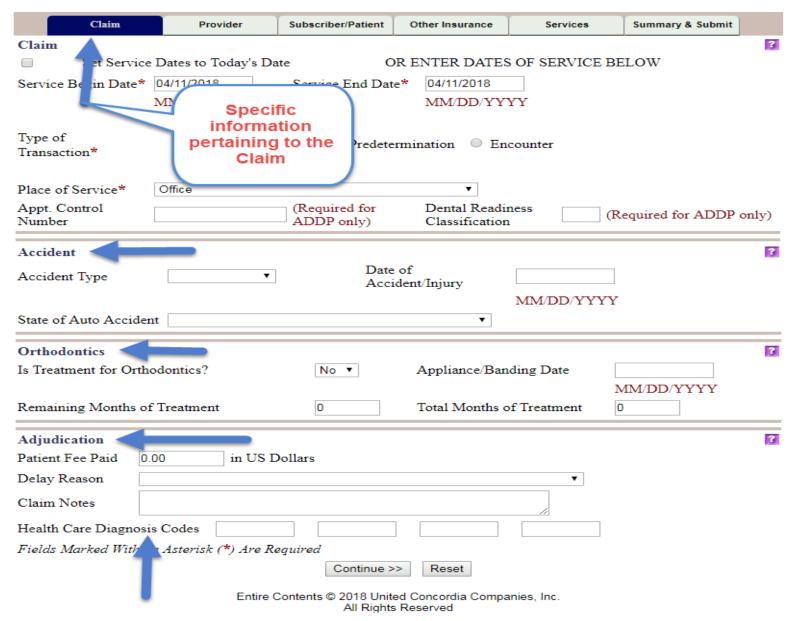
## 3 options for Type of Transaction

Type of Transaction*	Request for Payment ▼
	Request for Payment
Subscriber/Patient Information	Predetermination Encounter

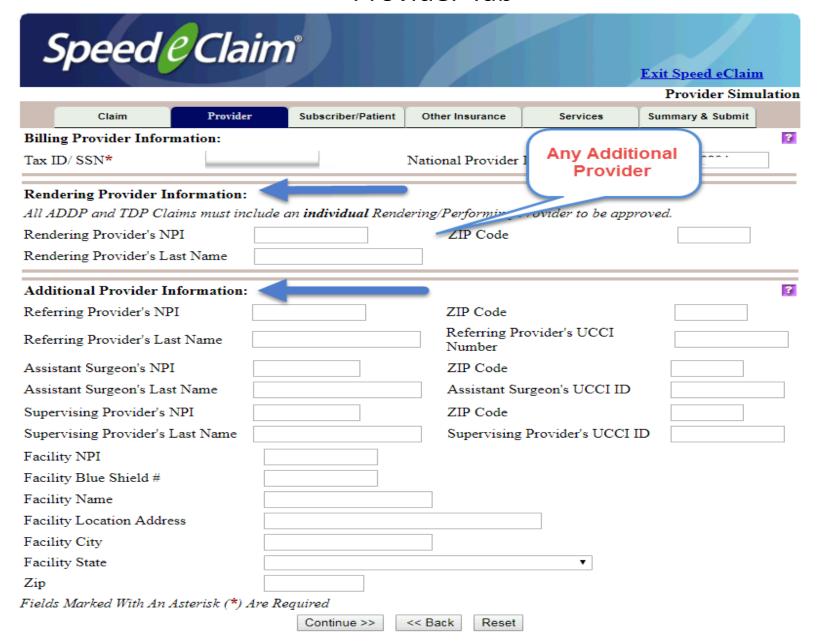
# Expanded Form to enter specific information such as COB, Attachments, Select patient for twins



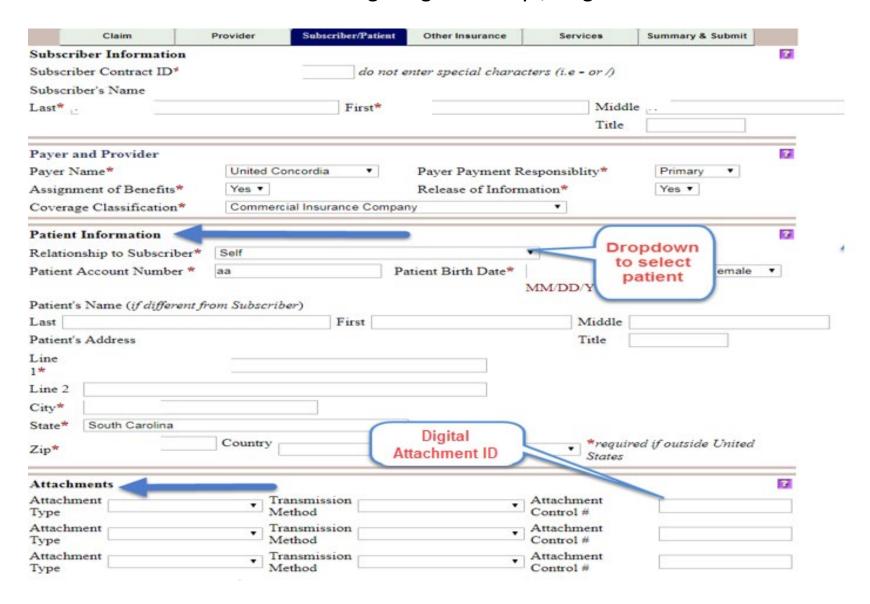
## Claim Tab



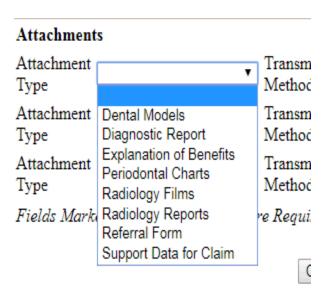
## **Provider Tab**



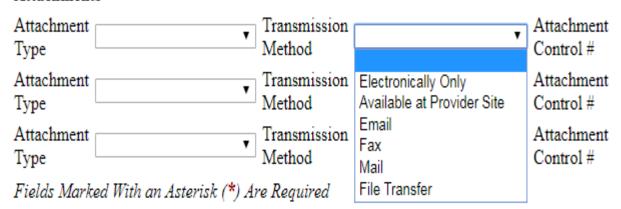
Subscriber / Patient Tab – Select specific patient (twins); enter any Attachment information such as NEA# containing images of x-rays; diagnostics or COB



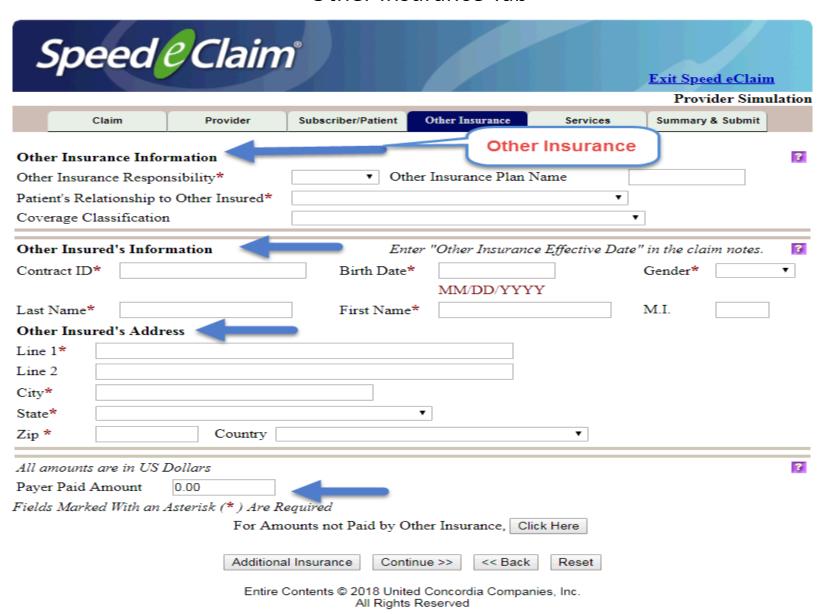
### Attachment Drop Downs



#### Attachments



#### Other Insurance Tab



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## Services Tab – enter additional information for the Services such as initial placement

Cla	aim	Provider	Subscriber/Patient	Other Insura	ance S	ervices	Summary & Submit
Claim Service	Begin Date 04	4/11/2018	C	laim Servi	ce End Date 0	4/11/2018	R
Begin Service	Date	04/11/2018	MM/DD/YYYY	End Servi	ice Date	04/11/201	18 MM/DD/YYY
Procedure Code *	00120	# of Services	* 1	Charge * \$	45.00	in US Do	ollars
Tooth 1		Tooth 2		Tooth 3		Tooth 4	
Surfaces(s)				Mouth Area		•	
Initial Placem	ent?	● Yes ○	No	If No, Da Placemen	te of Prior it		MM/DD/YYYY
		Мо	re Info Other Insu	rance	More Teeth		
Begin Service	Date	04/11/2018	MM/DD/YYYY	End Serv	rice Date	04/11/201	18 MM/DD/YYY
Procedure Code *	)1120	# of Services	* 1	Charge * \$	75.00	in US Do	ollars
Tooth 1		Tooth 2		Tooth 3		Tooth 4	
Surfaces(s)				Mouth Area		•	
Initial Placem	ent?	● Yes ○	No	If No, Da Placemen	ate of Prior nt		MM/DD/YYY
		Мо	re Info Other Insu	rance	More Teeth		
Begin Service	Date	04/11/2018	MM/DD/YYYY	End Serv	rice Date	04/11/201	18 MM/DD/YYY
Procedure Code *		# of Services	* 1	Charge * \$	0.00	in US Do	ollars
Tooth 1		Tooth 2		Tooth 3		Tooth 4	
Surfaces(s)				Mouth Area		•	
Initial Placem	ent?	O Yes O	No	If No, Da Placemen	ate of Prior nt		MM/DD/YYYY
		Мо	re Info Other Insu	rance	More Teeth		

## Summary & submit Tab – Review for changes or corrections and submit – 5 slides



Exit Speed eClaim

**Provider Simulation** 

#### Claim Information

Expanded Form

Type of Transaction: Request for Payment Total Charges Submitted: \$120.00 Service Begin Date: 04/11/2018 Service End Date: 04/11/2018

Place of Service: Office Accident Type:

Appointment Control Number: Dental Readiness Classification:

Date of Accident/Injury: State of Auto Accident:
Is Treatment for Orthodontics? N Appliance/Banding Date:

Remaining Months of Treatment: 0 Total Months of Treatment: 0

Patient Fee Paid: \$0.00 Delay Reason:

Claim Notes:

#### Provider Information

Expanded Form

Billing Provider

Last Name / Organization Name:

Tax ID/ SSN:

Billing Provider's NPI:

Rendering Provider Last Name:

Rendering Provider's NPI:

**Additional Provider Information** 

Subscriber/Patient Information

Expanded Form

Subscriber Contract ID:

Subscriber Name

Last: First:
Middle: Title:

Payer Name: United Concordia Payer Payment Responsibility: Primary

Assignment of Benefits: Y Coverage Classification: Commercial Insurance Company

Release of Information: Y Patient Account Number: an

Relationship to Subscriber: Self Patient Birth Date:

Gender : Patient's Name

(if different from Subscriber)

Last: First: Middle: Title:

Patient's Address

Line 1 : Line 2 :

City: State: South Carolina

Zip: Country:

Attachments

#### Other Insurance Information

Services

Expanded Form

Service Line: 1

Begin Service Date: 04/11/2018 End Service Date: 04/11/2018

Treatment Start Date: Treatment End Date:

Referral Number

Description

Procedure Code: D0120 Quantity: 1

Fee: \$45.00 Sales Tax: \$0.00 Procedure Modifiers: Initial Placement? Yes

Date of Prior Placement:

Rendering Provider's NPI:

Rendering Provider Last Name : Provider Control # :

Mouth Area Information

None.

Tooth Information

None

Other Insurance Information

Subscriber/Patient Information

Expanded Form

Subscriber Contract ID:

Subscriber Name

Last: First: Middle: Title:

Payer Name : United Concordia Payer Payment Responsibility : Primary

Assignment of Benefits: Y Coverage Classification: Commercial Insurance Company

Release of Information: Y Patient Account Number: aa

Relationship to Subscriber: Self Patient Birth Date:
Gender: Female

Gender : Patient's Name

(if different from Subscriber)

Last: First: Middle: Title:

Patient's Address

Line 1:

Line 2:

City: State: South Carolina

Zip: Country:

Attachments

Other Insurance Information

Services Expanded Form Service Line: 1 Begin Service Date : End Service Date: 04/11/2018 04/11/2018 Treatment Start Date: Treatment End Date: Referral Number Description Procedure Code : D0120 Quantity: 1 Sales Tax : \$0.00 Fee: \$45.00 Procedure Modifiers Initial Placement? Yes Date of Prior Placement: Rendering Provider's NPI: Rendering Provider Last Name: Provider Control # : Mouth Area Information None. Tooth Information None Other Insurance Information Service Line: 2 Begin Service Date : End Service Date: 04/11/2018 04/11/2018 Treatment Start Date: Treatment End Date: Referral Number Description Procedure Code: D1120 Quantity: Sales Tax : \$0.00 Fee: \$75.00 Procedure Modifiers Initial Placement? Yes Date of Prior Placement: Rendering Provider's NPI: Rendering Provider Last Name: Provider Control # : Mouth Area Information None. Tooth Information None

Other Insurance Information

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

If you are located in one of the following states, please take time to review the appropriate warning prior to submitting your claim.

AZ: For your protection Arizona law requires the following statement to appear on this form. Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal or civil penalties.

CA: For your protection California law requires that the following appear on the form: Any person who knowingly presents a false claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

FL: Any person who knowingly, and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete or misleading information is guilty of a felony in the third degree.

MD: Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

NJ: Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

KY:

NY: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

D.C., LA, & RI: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

VA: Any person who within the intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement may have violated the state law.

TN & WA: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

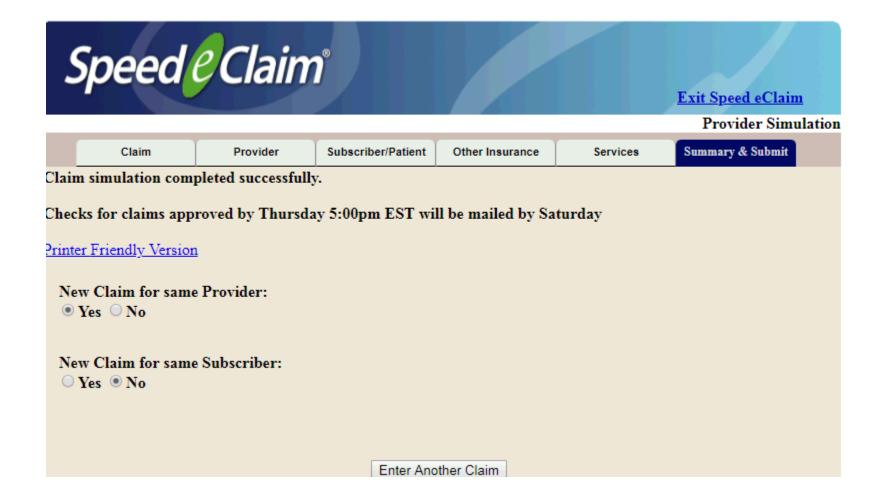
IN & OK: WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

Submit Claim

Back

# Notification Claim Submission Successful – will receive claim number



## Add a Date of Service to a Predetermination

## **MyDentalCoverage**

This site provides benefits, claims and eligibility information for members and providers

#### For Dentists

My Patients' Benefits offers secure access to patient information such as benefits, enrollment, claim status, allowance information, maximums, deductibles and procedure history.

<u>Reimbursements</u> allow dental offices to view a summary of reimbursements and details of each check, including information on associated claims.

Submit Claims using <u>Speed eClaim</u>, our free, claims-processing system that offers instant claims editing and resubmission, real-time explanations of benefits and cost savings for your office through reduced expenses for paper, ink and postage.

#### Add a Date of Service to a Predetermination

Search for a predetermination claim and add the dates of service.

#### Add X-rays to a Rejected Claim New

Search for a rejected claim and add X-ray attachments.

Manage Electronic Funds Transfer (EFT) online to receive payments directly to your bank account.

#### Schedule of Allowances

Download the schedule of allowances for your participating networks.





## Add a Date of Service to a Predetermination



Enter the claim number below 
 Where can I find this?

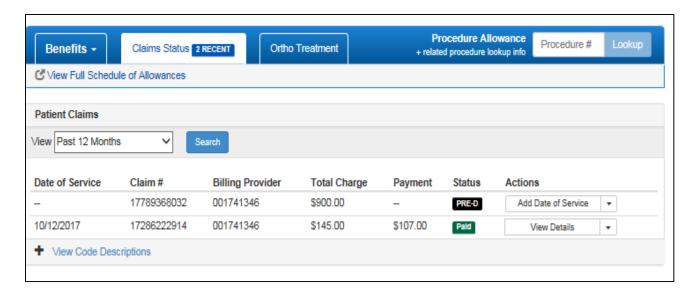
If you don't have your claim number, go to My Patients' Benefits 🖸 enter the patient's ID and date of birth. Then, select Claim Status.

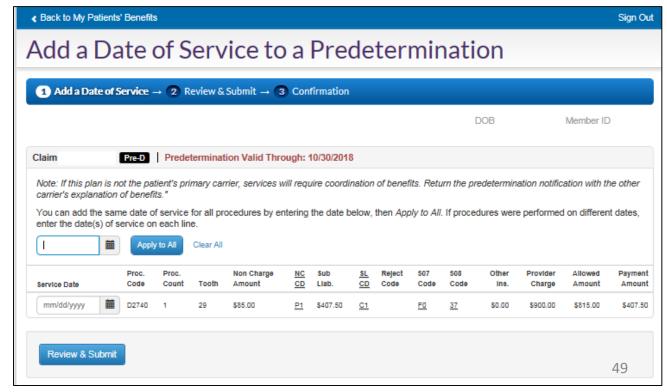
Note: If this plan is not the patient's primary carrier, services will require coordination of benefits. Return the predetermination notification with the other carrier's explanation of benefits."



Must be an 11-digit number

 Add a date of service to predeterminations





## Add X-rays to Rejected Claim

\*This feature is also available in My Patients' Benefits

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### Requirements (Claims and Predeterminations):

- "C" rejection code on at least one active service line.
- Claim/predetermination previously displayed on a remittance.
- Claim /predetermination not previously adjusted/voided.
- Can only use this feature once per claim/predetermination.

### **Attachment Rules:**

- Maximum of 10 attachments: 5 Electronic Attachment IDs can be keyed and 5 images can be physically attached.
- Files with the following extensions can be attached: jpg, gif, png, tif, bmp, pdf

## Successful submission results in the following:

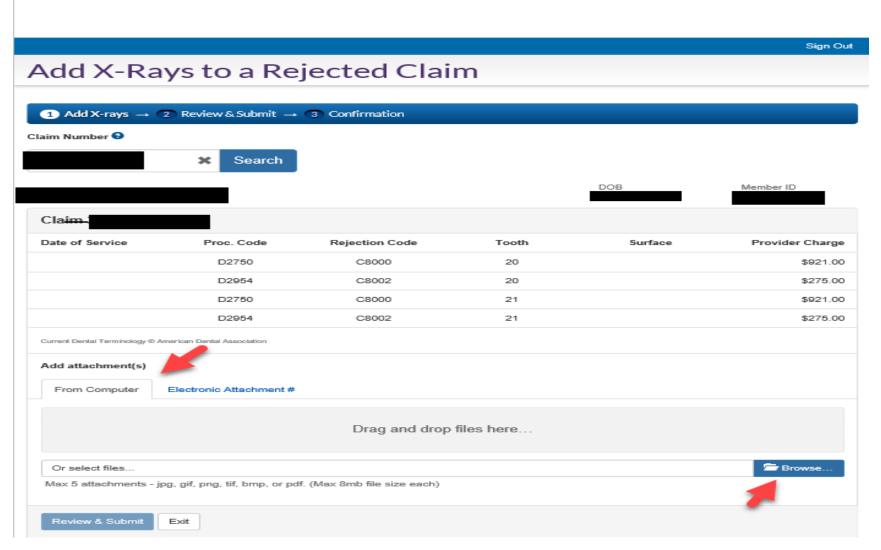
- New claim number created for processing.
- Lines renumbered (old line numbers aren't retained)

## Sign Out Add X-Rays to a Rejected Claim 1 Add X-rays → 2 Review & Submit → 3 Confirmation Claim Number @ Search 11-Digit Number UNITED CONCORDIA® Privacy | Disclaimers | Fraud | SMS Texting DENTAL Copyright @ 2021 United Concordia Companies, Inc. All Rights Reserved.

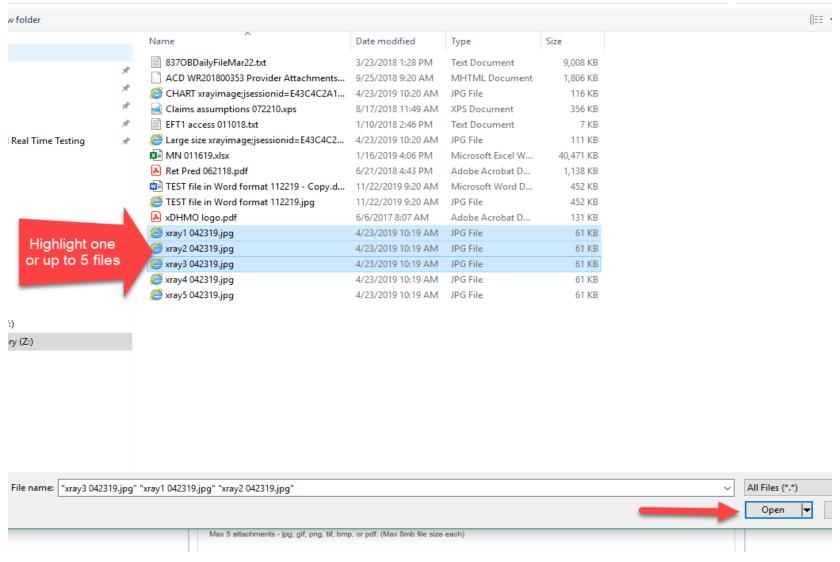
### Images can be uploaded or the digital attachment id can be keyed.

\*A maximum of 5 files and 5 ids can be added for a total of 10.

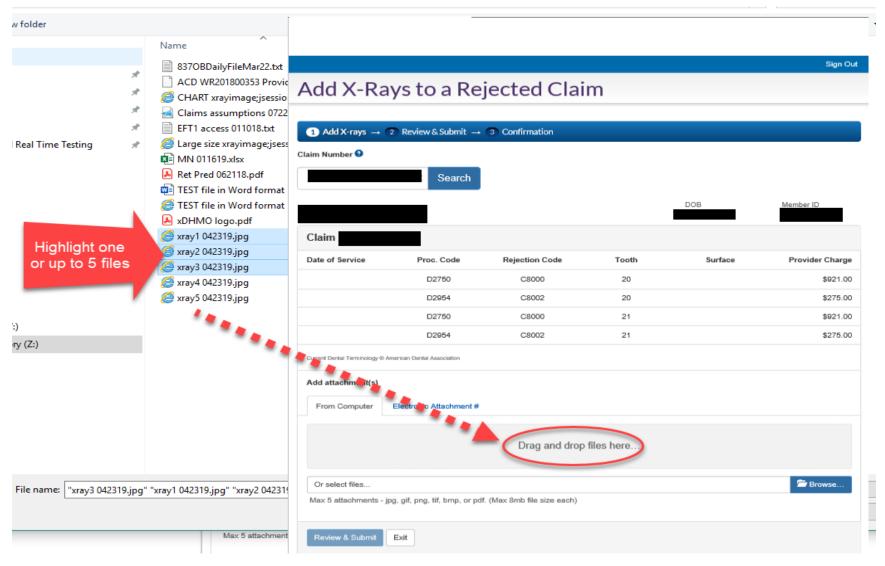
To upload from your computer Select the From Computer tab and select Browse



## Highlight up to 5 files, then select *Open*

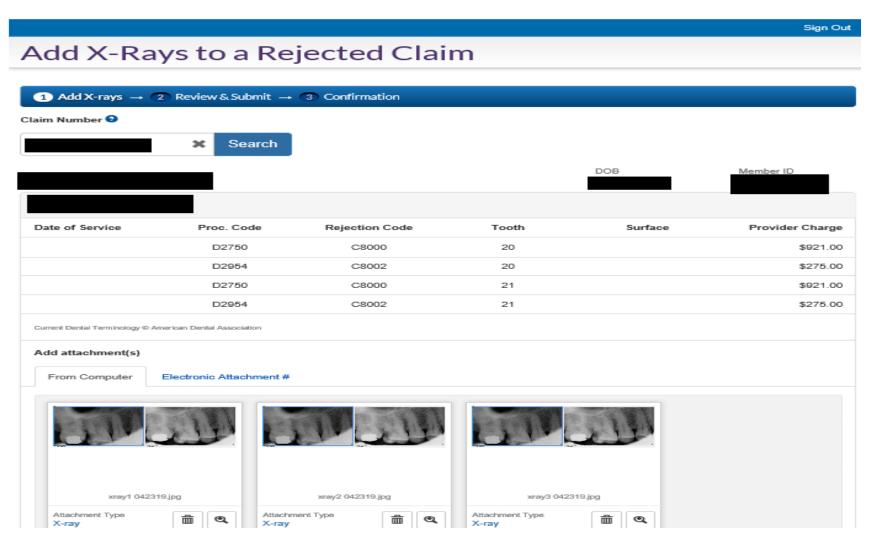


## Or open an Explorer session, highlight up to 5 files, and drag and drop the files

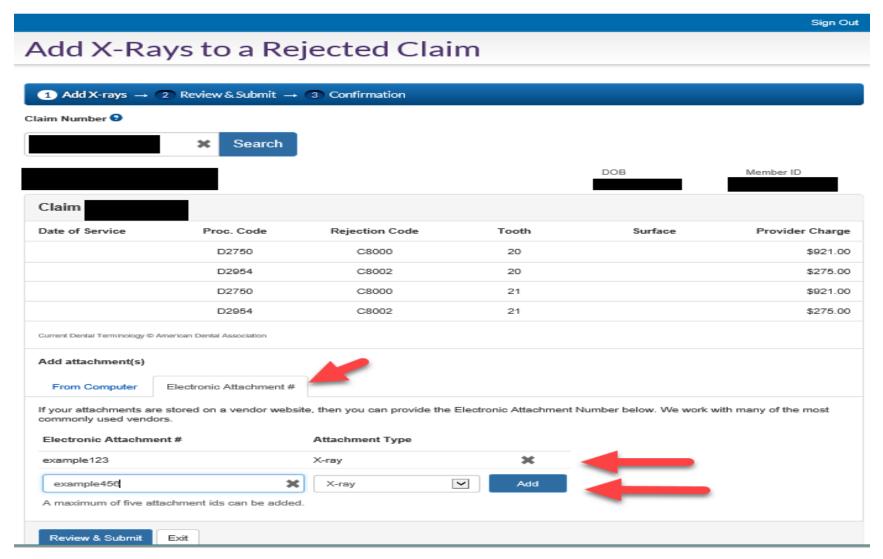


The images will display.

\*Click on the mathematical Trashcan to delete the file and the quantities Magnifier to view.

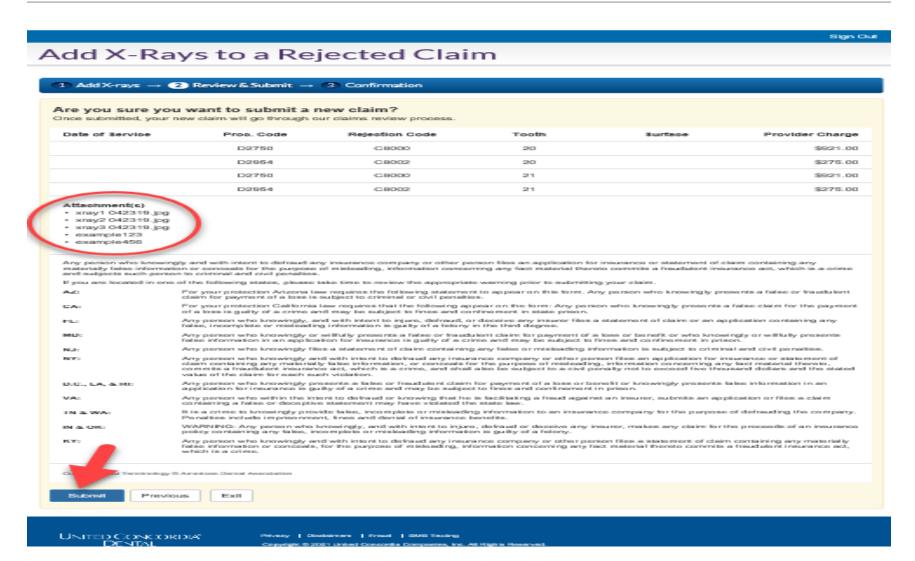


## Key ID(s) on the page Select the **Electronic Attachment** # tab. Key the attachment id(s) and select *Add*.

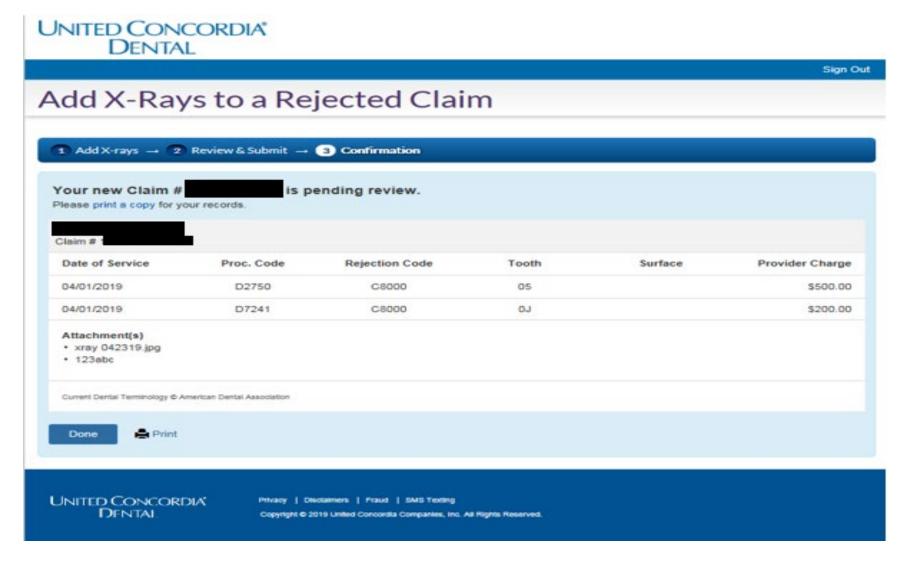


### Select Review and Submit to view the summary.

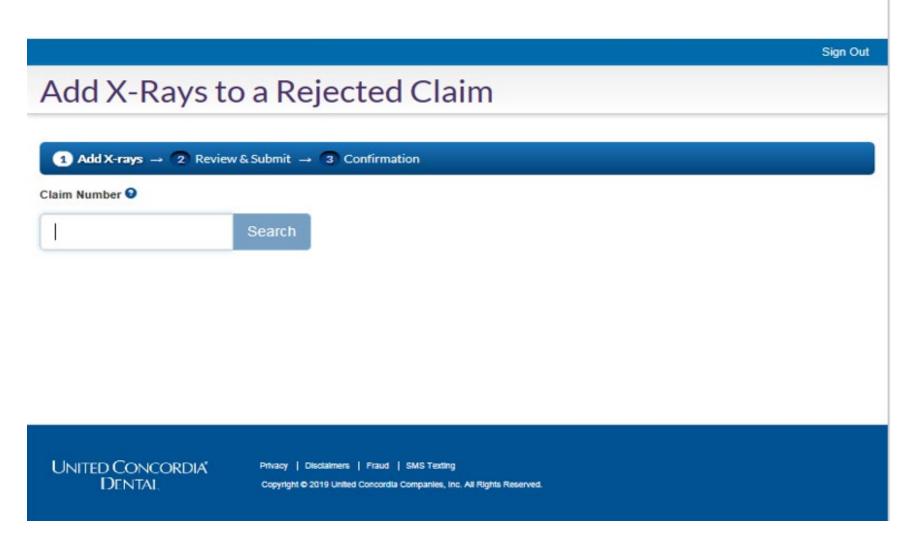
\*The names of the files and the keyed attachment ids will display.



Select Submit to create the new claim.

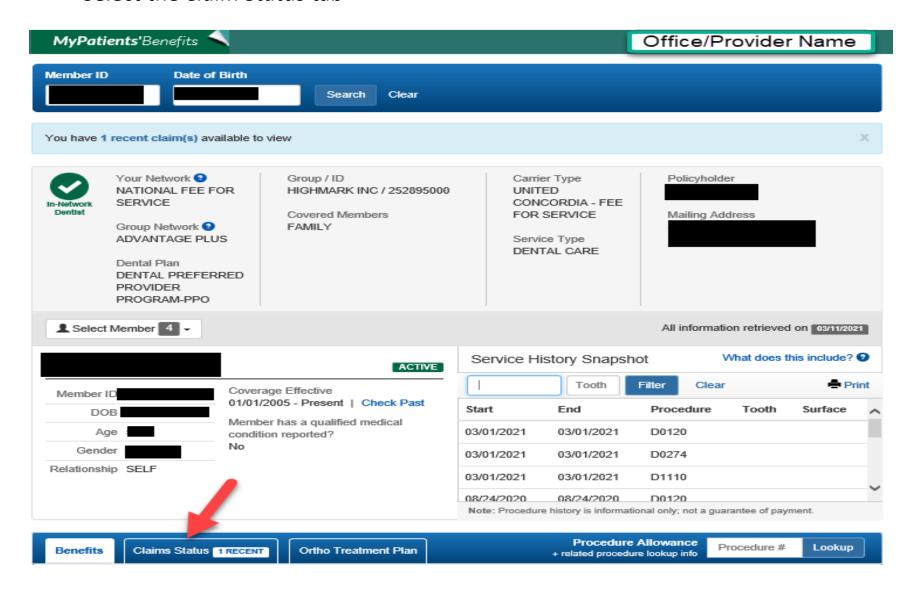


### Select *DONE* to start a new search.



## How to add an Xray via My Patients' Benefits

\*Select the Claim Status tab



- \*The A Paperclip displays if an attachment can be added.
- \*After an attachment is added the Status would show as *Pending*. (Claim 102132578226)
- \*If the Paperclip icon is selected *after* an attachment was added a message would display indicating the *Claim is being processed*. (Claim 102132578228)

Date of Service	Claim #	Billing Provider#	Total Charge	Payment	Status	Actions ?
IN PROCESS	102132578229	836130	\$873.00	\$650.21	Pending	
IN PROCESS	102132578227	836130	\$88.85	\$88.85	Pending Addl Info	
IN PROCESS	102132578226	583337	\$95.00	\$128.50	Pending	
Attachment was recently added to this line	102132578228	836130	\$128.32		Rejected <b>②</b>	Ø+ #
<b>+</b> 02/20/2015 - 03/01/2015	102132578225	836130	\$166.00	\$66.00	Paid	1
+ View Code Descriptions			Re-selecting the attachment icon w display a messag indicating the clai being processed	ne m is	Claim is b	peing processed

## Electronic Funds Transfer (EFT)

## Direct deposit claim payments into your account

## **MyDentalCoverage**

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#### Add a Date of Service to a Predetermination

Search for a predetermination claim and add the dates of service.

#### Add X-rays to a Rejected Claim

New

Search for a rejected claim and add X-ray attach ants.

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#### Schedule of Allowances

Download the schedule of allowances for your participating networks.

Create An Account



## Select *Step 1 – Request PIN* option.

## Electronic Funds Transfer

User ID:

Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN)

National Provider Identifier (NPI) associated to the TIN or EIN

#### **Electronic Funds Transfer**

#### Get your PIN to access EFT

Thank you for considering enabling EFT. EFT will allow you to:

- · Receive payments quickly, directly to your bank account.
- · No waiting in line to deposit checks to your account.
- Manage your banking information online.

To access the Electronic Funds Transfer application you will need to:



It will take approximately 7-10 business days to receive your PIN by mail.

#### Questions about EFT PIN

#### Q: Why do I need a PIN?

A: The PIN provides verification that you are authorized to manage your office's Financial Institution Routing Number and the Providers' Account Number with the Financial Institution

#### Q: How will I receive my PIN?

A: This information will be mailed to your office and received within 7-10 business days.

#### Q: If I have any other questions, who should I contact?

A: You can contact Dental Electronic Services at 1-800-633-5430 with any questions. They are available from 8 a.m. to 5 p.m. ET Monday - Friday.

\*The confirmation page would display.

cycle\*, please call Dental Electronic Services at 1-800-633-5430 for assistance.

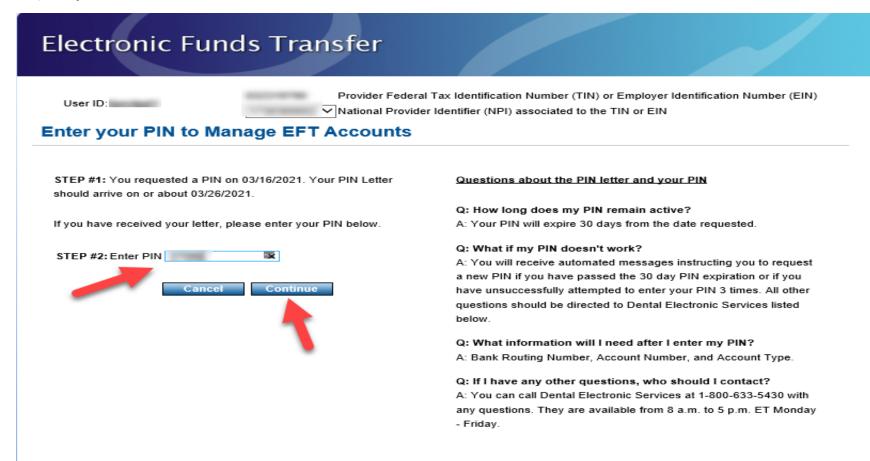
\*Reference the Electronic Funds Transfer (EFT) Frequently Asked Questions for details.

\*A letter with the PIN would be sent to the mailing address on file.

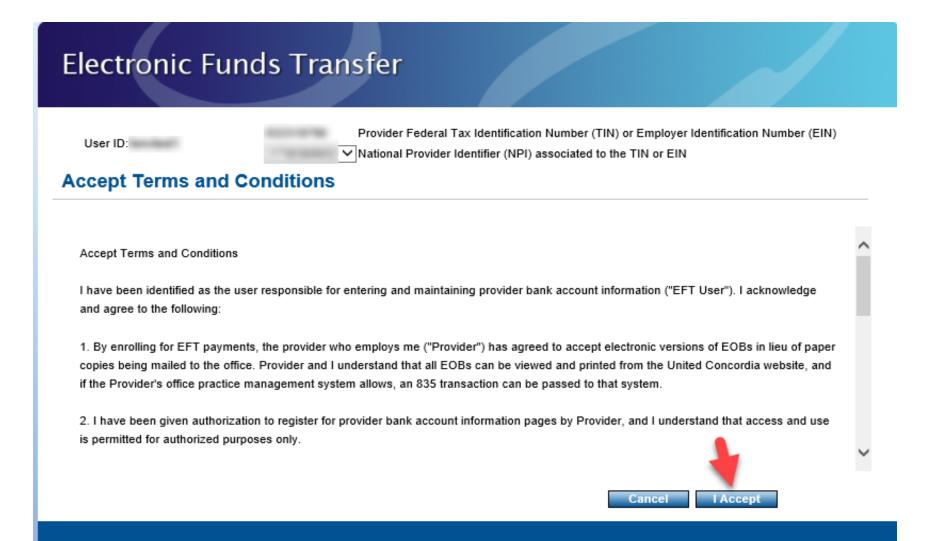
#### Electronic Funds Transfer Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN) User ID ✓ National Provider Identifier (NPI) associated to the TIN or EIN Request PIN to Manage EFT Accounts Thank you for requesting a PIN Questions about EFT PIN Your request will be processed and a letter will be sent to the Q: Why do I need a PIN? mailing address we have on file for your office. This address is: A: The PIN provides verification that you are authorized to manage your office's Financial Institution Routing Number and the Providers' Account Number with the Financial Institution Street: City: Q: How will I receive my PIN? State: A: This information will be mailed to your office and received within ZIP-Code: 7-10 business days. Q: If I have any other questions, who should I contact? If this address is incorrect or your office does not receive this letter A: You can contact Dental Electronic Services at 1-800-633-5430 within 7-10 business days, please contact Dental Customer with any questions. They are available from 8 a.m. to 5 p.m. ET Service at 1-800-332-0366 between 8 a.m. and 8 p.m. E.T. Monday Monday - Friday. - Friday. Updates to your provider information should be sent via fax to 1-844-235-7261 or emailed to ucd\_maintenance@ucci.com If your office is enrolled in United Concordia's EFT process, please contact your financial institution to request that they provide the EFT Payment Data (CORE Required Minimum CCD-Plus data elements) that are required in order to re-associate payments to the ERA and/or online EOB. If you find that payments are late or missing and have not posted to your financial institution within four (4) days after the regularly-scheduled payment

### Upon receipt of the PIN letter:

- \*This process grants the User ID access to setup/perform ongoing EFT maintenance.
- 1) Logon to the Provider portal
- 2) Select the *EFT* option; this page will display.
- 3) Key the PIN and select Continue

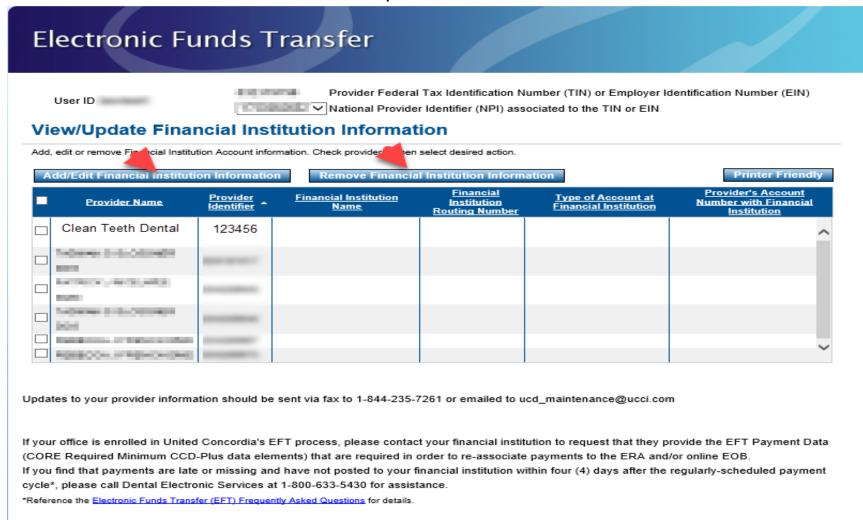


## Terms and Conditions must be accepted in order to add/update EFT.



This is where EFT can be added, edited, or removed.

- \*All offices/providers actively setup in UCD's system would display.
- \*All or some can be selected and setup with the same or different bank accounts.



<u>To setup an account:</u> 1) Key the routing number and 2) select *Change Financial Institution Routing Number.* 3) Identify the *Type of Account* and 4&5) key the account number twice. 6) Select *Next- Review and Finalize* 

## Electronic Funds Transfer

User ID: tenvtest1	Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN)  National Provider Identifier (NPI) associated to the TIN or EIN				
Add/Edit Financial Institut	tion Information				
Provider Name:	PACTRON / MEDICARD DARK				
Provider Identifier:					
Financial Institution Name: FIRST CO	MMONWEALTH BANK				
Enter 9 digit Financial Institutio	n Routing Number then select 'Verify Financial Institution Routing Number'				
Financial Institution Routing	043306826 Change Financial Institution Routing Number				
Number:	1				
Enter the Provider's Account N	lumber with Financial Institution and retype to confirm.				
Select the Type of Account at i	Financial Institution.				
Type of Account at Financial Institution:					
Provider's Account Number with Financial Institution:	99999999 4				
Retype Provider's Account Number with	999999999				
Financial Institution:					
	6				
	Cancel Next - Review and Finalize				

## Verify content and select Finalize.

## Electronic Funds Transfer

Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN) User ID: tenvtest1 ✓ National Provider Identifier (NPI) associated to the TIN or EIN Add/Edit Financial Institution Information Review information and select Finalize if correct. Provider Name: Provider Identifier: Financial Institution Name FIRST COMMONWEALTH BANK Financial Institution Routing 043306826 Number: Type of Account at Financial Checking Institution: Provider's Account Number 99999999 with Financial Institution: Go Back To Change the Financial Institution Information Cancel Finalize

## Upon confirmation of the content, select Return to - View/Update ...

### Electronic Funds Transfer

User ID: tenvtest1

Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN)

National Provider Identifier (NPI) associated to the TIN or EIN

#### **Confirm Financial Institution Information**

Printer Friendly

The provider listed below was updated with the following information.

Provider Name:

Provider Identifier:

Financial Institution Name FIRST COMMONWEALTH BANK

Financial Institution Routing 043306826

Number:

Type of Account at Financial Checking

Institution:

Provider's Account Number 99999999

with Financial Institution:



The providers listed above will now be paid electronically. Checks and Explanation of Benefits(EOB's) will no longer be mailed. EOB's are available for you to review, download, and print at your convenience by selecting Reimbursements on the Dentist Home Page.

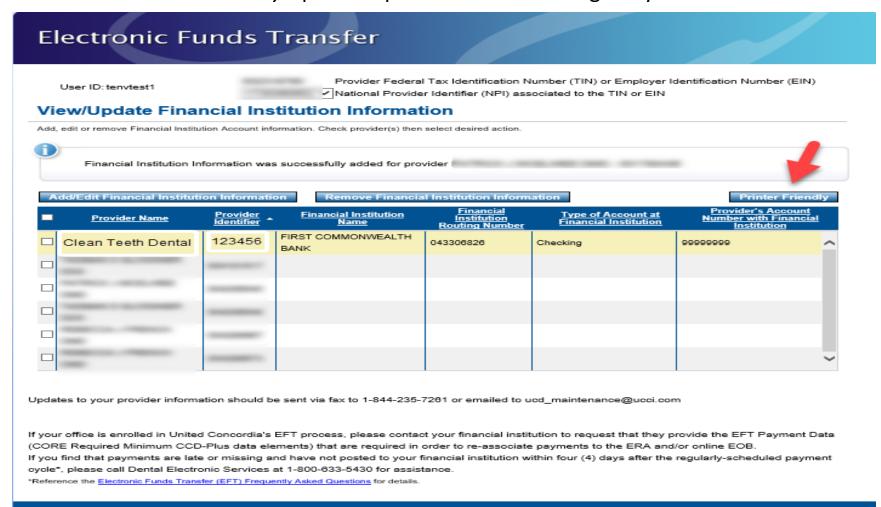
For users of the TRICARE Dental Program and Active Duty Dental Program websites, EOB's are available by selecting Provider Check Information in the Online Services menu.

Return to - View/Update the Financial Institution Information



This page displays updated financial account information.

- \*Completion of account maintenance generates a letter that would be sent to the mailing address on file.
- \*Select the Printer Friendly option to print or save this image to your PC.



## Hard copy print example

## UNITED CONCORDIA® Insuring America's Dental Health

The provider listed below was updated with the following information.

Provider Number:

Financial Institution Routing Number: 043306826 - FIRST COMMONWEALTH BANK

Type of Account at Financial Institution: Checking

Provider's Account Number with

Financial Institution:

The providers listed above will now be paid electronically. Checks and Explanation of Benefits(EOB's) will no longer be mailed. EOB's are available for you to review, download, and print at your convenience by selecting Reimbursements on the Dentist Home Page.

For users of the TRICARE Dental Program and Active Duty Dental Program websites, EOB's are available by selecting Provider Check Information in the Online Services menu.

## Schedule of Allowances – can receive schedules for different networks

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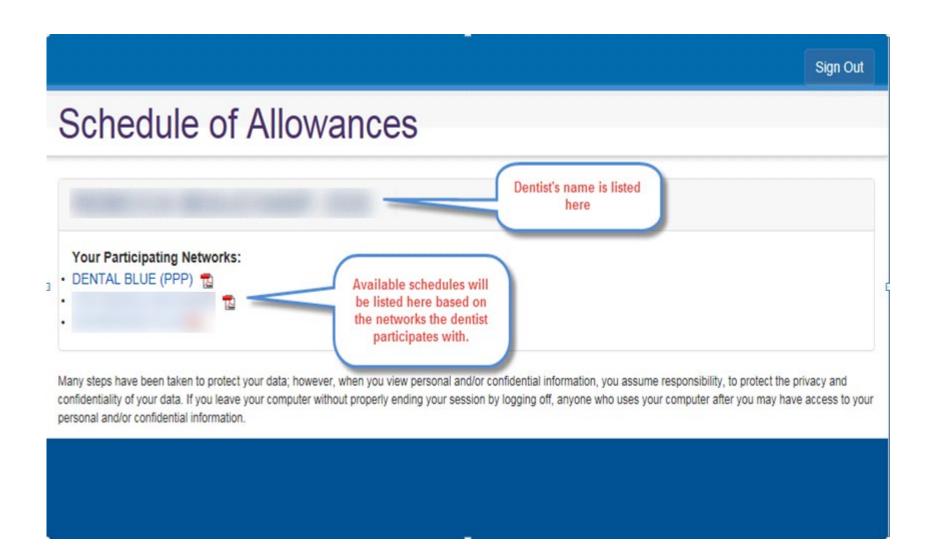
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## **Questions?**