



Dentist Website Reference Guide

DeltaDentalVA.com helps streamline efficiency with 24-hour access to your patients' benefits information, claims, payment tracking and more.

Not a Delta Dental Participating Dentist?

To participate with Delta Dental, go to the **Dentists** page of DeltaDentalVA.com and click **Join our Network**. Submit the participation packet according to the instructions.

Create an Account

- From **DeltaDentalVA.com**, click **Dentists**.
- Click **Create an account** and follow the registration steps.
- When completed, close the pop-up window to return to **DeltaDentalVA.com** and log in with your new user name and password.

Forgot User Name?

- From the **Dentists** page, click the **Log in** button, then click the **Forgot username** link.
- Follow the steps to retrieve your user name.
- When completed, close the pop-up window to return to the **Dentists** page.

- Check your email for your user name, then log into **DeltaDentalVA.com**.

Forgot Password?

- From the **Dentists** page, click **Log in**, and then click the **Forgot password** link.
- Follow the steps to create a new password.
- When completed, close the pop-up window and return to the **Dentists** page to log in.

Edit Account Information

From the **Dentist** dashboard, click your name at the top of the screen, then click **Edit Account**. You can change your password from this screen.

Logging In

- From **DeltaDentalVA.com**, click **Dentists**.
- Click **Log In**.
- Your personalized dentist dashboard will appear.
- From your dashboard, you can verify patient benefits, view recent claims and recent payments.

For Trouble Logging In

If you have trouble logging in, complete the following when registering an account for the first time or when unlocking an existing account:

1. Use **all caps** when entering the dentist first and last name; and
2. Drop the leading zero from the license ID number.

Managing Patient Benefits

- From your dentist dashboard or from the **Find a Patient** tab, search for a patient using their subscriber ID or Social Security Number, first name and date of birth. Then click **Search**.
- Click on the patient's name to view their detailed benefits.
- You'll see an overview of your patient's benefits, including plan and network information, maximums and deductibles used to date, and cleanings remaining.
- Click the link at the bottom of the page to view full benefits information.

Coverage

- Click on the Delta Dental network in which you participate to view the network payment level and

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whether the patient is subject to deductibles or waiting periods.

- Search specific procedure codes to view network coverage for your office.

Limitations

- View the patient's plan allowances and limitations for each service type, as well as any remaining services available.

View Claims

- View all claims submitted to date for the calendar year, indicating how much Delta Dental will pay and the patient's responsibility for each claim.
- Click **View Claim** to print a PDF of the EOB. If the claim is in process, a **Claim Status Report** will appear.

Submit Claims

- From your dentist dashboard or the **Find a Patient** tab, search for a patient to go to the patient's benefits page.
- Click **Submit Claim** or **Treatment Plan** at the top right of the patient benefits screen.

- Fill in the coverage, dentist, patient and subscriber information.
- Fill in the **Procedure Code** field and other fields as necessary, being sure to fill in the fee amount.
- Click **Add Procedure** and fill in the information, being sure to fill in the fee amount. To add additional procedures, click **Add Procedure** and fill in the appropriate fields.
- Read and check the boxes next to the two legal statements and click **Submit**.
- A **Claim Status Report** with an overview of the claim, the expected payment from Delta Dental and the patient's financial responsibility will appear as a PDF.

View Treatment Plans

- Review treatment plans submitted for this patient.
- Click **View Claim** to print a PDF of the **Claim Status Report**.

Submit New Treatment Plans

- From your dentist dashboard or the **Find a Patient** tab, search for a patient to go to the patient's benefits page.
- Click **Submit Claim** or **Treatment Plan** at the top

right of the patient benefits screen.

- Check the box at the top for **Treatment Plans** and fill in the coverage, dentist, patient and subscriber information.
- Click **Add Procedure** and fill in the information, being sure to fill in the fee amount. To add additional procedures, click **Add Procedure** and fill in the appropriate fields.
- If treatment is for orthodontic services, be sure to complete the ancillary treatment section.
- Read and check the boxes next to the two legal statements and click **Submit**.
- A **Claim Status Report** with an overview of the claim, the expected payment from Delta Dental and the patient's financial responsibility will appear as a PDF.

Convert Treatment to Claim

- Use **Find A Patient** to search for your patient, or click the patient's name in today's **Patient Appointments** to go to the patient's benefits page.
- Click the **Treatment Plans** tab; then click **Convert Treatment to Claim** next to the appropriate treatment plan.

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- The treatment plan will appear. Select the date of service; then click **Submit Claim**.
- The claim status report will appear as a PDF.

Track Practice Claims

- View claims in process from your dentist dashboard.
- To find a specific claim, click **Claims & Payments**. You can filter by claim status, location, patient name and date.

Track Practice Payments

- View recent payments from your dentist dashboard.
- To check the payment status of a claim, click **Claims & Payments**. Filter by claim status, location, patient name and date. The status of the claim, the amount paid and payment information will be displayed.

No Login is Needed for the Remaining Sections

Join the Delta Dental Network

Visit the Dentists page at DeltaDentalVA.com and click **Join our network** to learn how to become a Delta Dental participating dentist.

Dentist Resources

Access forms, flyers and newsletters that will help you make the most of your dental practice.

Understanding Your Patients' Benefits

Get answers about your Delta Dental patients' benefits, including information about preventive benefits we offer to encourage regular dentist visits.

Oral Health and Wellness

Access oral health resources for your clients, including oral health brochures and fliers.

Documents

Visit the **Dentists** page at DeltaDentalVA.com and click on **Resources** to view and download materials, such as claim forms and dentist newsletters.