

Check Up



Treating Dentist Vs. Billing Dentist

A common mistake in completing dental claim forms is what information to provide in the treating dentist section and in the billing dentist section of the claim form.

The *Treating Dentist/Treatment Location* should indicate the dentist who actually treated the patient and the location where treatment took place.

The *Billing Dentist/Billing Entity* section should indicate where you want your insurance payments to be mailed.

The treating and billing dentist location can be the same. However, many dental offices prefer payments to be mailed to a billing office or P.O. Box.

Please populate each section properly to ensure claims are processed correctly and that there is no delay in payment.

“It is important to accurately complete the dental claim form so our records are accurate.”

AUTHORIZATIONS 36. I have been informed of the treatment plan and associated fees. I agree to be responsible for all charges for dental services and materials not paid by my dental benefit plan, unless prohibited by law, or the treating dentist or dental practice has a contractual agreement with my plan prohibiting all or a portion of such charges. To the extent permitted by law, I consent to your use and disclosure of my protected health information to carry out payment activities in connection with this claim.			ANCILLARY CLAIM/TREATMENT INFORMATION 38. Place of Treatment <input checked="" type="checkbox"/> Provider's Office <input type="checkbox"/> Hospital <input type="checkbox"/> ECF <input type="checkbox"/> Other		
BILLING DENTIST OR DENTAL ENTITY (Leave blank if dentist or dentist entity is not submitting claim on behalf of the patient or insured/subscriber)			TREATING DENTIST AND TREATMENT LOCATION INFORMATION		
48. Name, Address, City, State, Zip Code Dental Group TYPE 2 555			53. I hereby certify that the procedures as indicated by date are in progress (for procedures that require multiple visits) X Signed (treating dentist) _____ MM/DD/CCYY _____ Date		
49. NPI 50. License Number 51. SSN or TIN			54. NPI 55. License Number 56. Address, City, State, Zip Code 56A. Provider Specialty Code		
52. Phone Number () - 52A. Additional Provider ID 12345678			57. Phone Number () - 56. Additional Provider ID 87654321		
© 2006 American Dental Association J400 (Same as ADA Dental Claim Form - J401, J402, J403, J404)			To Reorder call 1-800-947-4746 or go online at www.adacatalog.org		

Visit Delta Dental of Oklahoma's Website

Please visit www.DeltaDentalOK.org and click on the "For Dentists" section to link to our online Practice Manager Section. This area allows you to see your credentialing due dates, malpractice expiration date and much more.

Check Up / Spring 2008

- News & Updates / Get to Know Delta Dental2
- News & Updates / Delta Dental News3
- DDOK Staff4
- Dentist Check UP Inside/Includes Processing Policy Changes

Get to Know Delta Dental of Oklahoma



Katrena

Terri

Lori

Meet Your Professional Relations Team

Delta Dental of Oklahoma's Professional Relations Team is here to work with you as your representative and your voice to Delta Dental of Oklahoma. We would like to introduce you to your Professional Relations Team.

Terri Green, Manager of the Professional Relations Department, brings with her more than 25 years of experience working in dental practices as a dental assistant, receptionist and office manager. Terri is available to come to your office for training and education on our electronic services which include direct deposit, claim submission, and benefits and eligibility.

Lori Gilless, your Internal Professional Relations Representative has experience in the dental office as well as the insurance industry. Lori is available by telephone to assist you with your immediate needs and questions. She is also available to educate you on our electronic services and networks.

Professional Relations Specialist Katrena Chormicle is the newest addition to your Professional Relations Team. Katrena handles the day-to-day credentialing and business requirements. Remember, we are here for you! You may reach any of us in the Professional Relations Department at (405) 607-2137 (OKC area) or (800) 522-0122, ext 137 (outside OKC).

Our mission statement to you:

We pledge to provide the most professional quality and courteous service to our participating doctors and dental office staffs. We will be liaisons to dental office staffs in order to sefi technology that assists them in all areas. We will be a resource and sounding board to our dentists by addressing their concerns and finding solutions to their needs.

Contest Corner

Which states are implementing the new X-ray procedures?

Please email your responses to: newsletter@DeltaDentalOK.org

\$25

A winner will be chosen at random on June 1st and will be given a gift card to Starbucks for \$25.00.

It's Time To Update Your Fees

To update your fees please submit a current Confidential Membership Fee Listing Form to Delta Dental of Oklahoma by faxing them to (405) 607-2198. To receive a current form call our Professional Relations Department at (405) 607-2137 (OKC area) or (800) 522-0122, ext 137 (outside OKC).

May 23rd is the NPI Compliance Deadline

"It is very important to have your NPI to Delta Dental of Oklahoma before the May 23, 2008 compliance date in order to avoid possible claim processing delays"

The National Provider Identifier (NPI) is a number issued by the federal government that is a single identifier uniquely representing your dentist to all insurance carriers. Once your NPI is obtained, it will never expire, and if you relocate, you will take your NPI with you.

Please obtain your NPI now, it is quick and simple. For more information or to apply online, log on to: <https://nppes.cms.hhs.gov/NPPES/Welcome.do> or call 1-800-465-3203.

Important Information to know when applying:

- » A Type 1 NPI identifies the treating dentist.
- » A Type 2 NPI identifies the organization/practice.
- » A *single dentist* filing business taxes under a TIN and not a Social Security number is required to obtain a Type 2 NPI number in addition to the Type 1 NPI.

- » A *single dentist* filing business taxes under a personal *Social Security* number requires a Type 1 NPI number and is not eligible for a Type 2 NPI number.
- » In a *group practice*, each dentist is required to obtain an individual Type 1 NPI. The group practice that files under a TIN will need its own separate Type 2 NPI.

*Based on the above guidelines established by the NPPES Department, Delta Dental of Oklahoma requires a Type 2 NPI for all dentists/practices filing business taxes with a TIN as well as the Type 1 NPI for all individual practicing dentists.

Once you have obtained your NPI, please send DDOK a copy of the *actual verification/confirmation form* you received from NPPES. You may fax the information to 405-607-2149 or email ccorbin@DeltaDentalOK.org. If you need another copy of the verification/confirmation form, please call NPPES at 1-800-465-3203.

Health Care Providers who are a covered entity according to the HIPAA regulations are required to obtain a National Provider Identifier (NPI).

Did You Know?

Dentist can sign up for direct deposit and have their claim payments deposited every night. This speeds up your overall process of filing, receiving and posting payments. These services will benefit offices that have internet capabilities and are able to connect to The Dental Office Toolkit offered through Delta Dental of Oklahoma. **Contact Lori Gilless today to get signed up.**

Dishin' With Delta

Barbecued Chicken Caesar Salad

Per Serving

Calories: 273 kcal
Carbohydrates: 6 g
Dietary Fiber: 1 g
Fat: 16 g
Protein: 23 g
Sugars: 1 g

- 1/2 cup KRAFT Classic Caesar Dressing
- divided 4 small boneless skinless chicken breast halves
- 1 head romaine lettuce, torn into bite-sized pieces 1/2 cup croutons
- 1/4 cup OSCAR MAYER Real Bacon Bits
- 1/4 cup KRAFT 100% Grated Parmesan Cheese

Pour 1/4 cup of the dressing over chicken in shallow dish. Refrigerate 20 min. to marinate. Drain; discard marinade. Pre-heat grill to medium heat. Grill chicken 10 to 12 min. or until cooked through (170 degrees F), turning after 5 min. Cut into thin slices. Toss lettuce with remaining 1/4 cup dressing, chicken slices, croutons, bacon bits and cheese. *Yield: 4 servings*

Would you like to see your recipe here?

If so, please email your favorite recipe to newsletter@DeltaDentalOK.org by June 15th. Keep your eyes out for the next issue in the Summer to see if your recipe was selected!

Delta Dental News

Oklahoma

Did you know that Delta Dental of Oklahoma does not require x-rays for these procedures as a general rule? Save time and money by just sending the claim!

- » D3000-D3999
- » D5000-D5999
- » D6000-D6199

Out of State

Delta Dental of Kansas, Ohio, Michigan, Illinois, Indiana, and Tennessee's x-ray return policy has been modified.

Effective January 1, 2008, these states are asking that you only submit copies of x-rays. No originals.

Please note the following implementation dates:

March 1, 2008—x-rays will no longer be returned to out-of-state doctors

June 1, 2008—x-rays will no longer be returned to any doctor.

Delta Dental of Iowa is changing their policy to reflect the same as above; however their effective date was February 1, 2008.

Welcome New Dentists

Dr. Londell Fields Dr. Randy McCormick
Dr. Timothy Kinnard Dr. John Lockard
Dr. Latonya Shelton Dr. Will Urank
Dr. James Kessler

Delta Dental of Oklahoma Board of Directors

Mr. Sandy Bjornson
 Dr. Terry Blackburne
 Ms. Terri Carroll
 Dr. Debbie Corwin
 Dr. Colin Foster
 Dr. Stephen Glenn
 Mr. Jim Hampton
 Mr. Homer Hilst
 Mr. Brad Hogan
 Dr. Mike Howl
 Dr. Mitchell Kramer
 Dr. Tommy Mayhue
 Mr. Alan McCormick
 Dr. Stephen McKeever
 Dr. Mike McLeod
 Dr. G. Ken Rains
 Mr. Bryan Reusser
 Mr. John Shearing
 Mr. Richard Teubner
 Dr. W. Roger Webb

Delta Dental of Oklahoma Officers

Mr. Dick Teubner, *Chair of the Board*
 Dr. Mike Howl, *Vice Chair*
 Mr. Jim Hampton, *Secretary*
 Mr. John Shearing, *Treasurer*
 Mr. John Gladden, *President/CEO*

Delta Dental of Oklahoma Staff

John E. Gladden, *President and CEO*
 Barbara Fennell, *Vice President of Operations*
 Terri Green, *Manager of Professional Relations*
 Lori Gillless, *Internal Professional Relations Representative*
 Chastity Corbin, *Provider Service Representative*
 Tania Graham, *Director of Claims Operations*
 Deeya Foreman, *Manager of Customer Service*

2008 Holidays

May 23	Memorial Day
May 26	Memorial Day
July 4	Independence Day
Aug. 29	Labor Day
Sept 1	Labor Day
Nov. 27	Thanksgiving Day
Nov. 28	Thanksgiving Day
Dec. 24	Christmas Eve
Dec. 25	Christmas Day
Dec. 26	Christmas holiday

For more information contact:

Terri Green

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 Toll Free: 1-800-522-0188, ext. 142
 Email: tgreen@DeltaDentalOK.org
 P.O. Box 54709
 Oklahoma City, OK 73154-1709

Lori Gillless

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Check Up is the quarterly newsletter from your dental insurance carrier of choice: Delta Dental of Oklahoma.

Public

Formed as a nonprofit organization in 1973, Delta Dental of Oklahoma is governed by a board comprised of consumers and dental professionals.
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 Comments and suggestions welcome.

Check Up
 Dentists News From
 Delta Dental of Oklahoma
 Spring 2008

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www.DeltaDentalOK.org