



Checklist for New Groups

2018

When enrolling in a new group, there are several key areas essential in providing a smooth implementation. In order to better serve our clients, we have developed a checklist to aid in the process of enrolling and setting up new groups.

Application for Group Contract completed in its entirety and signed by the person authorized to contract for the group.
Individual enrollment form completed and signed by each employee enrolling in the dental plan; enrollment may also be submitted by electronic file. For more information on acceptable electronic file formats, please contact Sales@DeltaDentalOK.org.

Please mail new group submissions to:

Delta Dental of Oklahoma

Attention: Sales
P.O. Box 54709

Oklahoma City, Oklahoma 73154-1709

or send an email to:

Sales@DeltaDentalOK.org



For Delta Dental of Oklahoma Use Only:	
Group No	

APPLICATION FOR GROUP CONTRACT

Delta Dental of Oklahoma – Group 26+ For Plan Year 2018

This Application for Group Contract is hereby made a part of the Plan Agreement and is subject to all terms and conditions of said Agreement. This Application for Group Contract will not be accepted unless **signed and completed in its entirety.**

Step 1 – EMPLOYER INFORMATION		
Legal Business Name (as it should appear on Sumn	nary Plan Description and Plan Agreement)	
DBA (if applicable)		
Billing/Mailing Address		
City	State	Zip
Physical Address (if different from billing address)		
City	State	Zip
Telephone Number	Fax Number	
Website Address		
Type of Business		
Federal Tax ID Number	SIC Code	
	oically only applies to government employer. No If Yes, reporting timeframe require	
Group Executive		Title
Email	Telephone	Fax
Primary Group Contact		Title
Email	Telephone	Fax
Billing Contact		Title
Email	Telephone	Fax
Eligibility Contact		Title
Email	Telephone	Fax



For Delta Dental of Oklahoma Use Only:	
Group No	

	participation in	26+. 		
Total Number Employees:		Total Number	Ineligible Employees*:	
Total Number Eligible Employees:				
*Indicate Reason(s) for Ineligibilit	ту			
Employees are eligible for coverage	a on (select one):			
\Box The date of hire		a first of the month	h following the date of hire	
☐ The day of continuous, f		e mat of the mont	Tronowing the date of fine	
		II 4 :	. *	
☐ The first of the month following	days of continuous, fu	ii-time empioymen	τ	
s the following included with this a	application? (select all that app	ly): 🗆 Enrollment	Forms D Electronic Enrollme	nt Data
Cannot exceed 90 days between f	irst day of full-time employmer	nt and coverage sta	art date.	
ep 4 – FUNDING OPTIONS (select one): \prod Fully Insured	∏ sel·	f-Insured/Administrative Servic	es Only (ASO)
			i ilisarea, naministrative servic	ics only (7.50)
ep 5 – PLAN OPTIONS AND	PLAN SELECTION (select al	ll that apply)		
•	the applicable benefits inform		icing a checkmark in the appro	אומנט שטא(פטן מוושן טו
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Employer contributes _______ % **OR** \$______ to employee cost of plan.



For Delta Dental of Oklahoma Use Only:
Group No

Step 7 - OPTIONS FOR ACCESS TO ONLINE RESOURCES - FOR CLIENTS AND BROKERS

Enter the information for each contact that is to receive online access through Online Resources. If a contact should have access to all subgroups then enter "ALL" in the Subgroup(s) Access box. Select each type of access. You may choose one method of invoice receipt, E-Bill or Bill by Fax.

An email address is required for each contact requesting access to Online Resources.

Subgroup Access: Name the contact(s) who will receive access to the specified subgroup(s).

Online Eligibility: Name the contact(s) who will receive access to view and/or modify eligibility in Online Resources.

View Only: Read-only access to online eligibility.

Modify: Ability to make changes through online eligibility.

Billing: Name the contact(s) who will receive access to billing.

E-Bill: Access to receive the invoice through email.

Bill by Fax: Access to receive the invoice by Fax.

Contact Name	Online Resources User Name if previously assigned	Subgroup(s) Access	Online Eligibility Select One		Billing Select One		Email Address require	
Contact Name			View Only	Modify	E-Bill	Bill by Fax	if selecting Bill by Fax	
1	, an authorized re	onrocontativo fo	r			annr	ovo accoss to our	
account for the person(s) named								
Oklahoma if a user's access to O			-					
receive our monthly bill from D			_			. , ,		
Signature:				Date:				
*A Group Change Form is availab	le on Online Resources,	and completed	forms may be	e submitted t	to ClientRela	tions@DeltaD	entalOK.org by a	
current authorized contact for y	our company.							
Stop 9 - BILLING AND DAY	MENT ODTIONS							
Step 8 – BILLING AND PAY Billing Notification (select one):		esos E Bill (om:	ail notification	۵۱	☐ Fax		☐ Paper Bill	
Payment Options (select one):	☐ Automatic Dra	•	FastPay™ onl	-	☐ Pay-by-P	hone	☐ Paper Check	
			•				·	
[†] To set up automatic draft, pleas	se complete the informa	tion below. <u>A vo</u>	наеа спеск п	nust be attac	nea to this a	utnorization	torm.	
Billing Contact	Telepho	one	Fax		Er	nail		
· ·	·							
Financial Institution			Branch	1				
Branch Address	City		State		Zi	n		
Branch Madress	City		State		_,	Υ		
Branch Telephone								
Select One:	☐ Savi	ngs						
I (We)		hereby autho	orize Delta De	ntal of Oklah	noma and the	financial inst	itution named above to	
begin deductions of company de								
company eligibility can be placed	d on hold for a rejected o	draft.						
Signature**: *If the fifth (5 th) day of the mont				Date.				

^{**}Signature must be that of an authorized signer on the bank account.



For Delta Dental of Oklahoma Use Only:	
Group No	

Step 9 - PRODUCER/AGENT/CONSULTANT INFORMATION

Producer/Agent/Consultant Name	Five	e Digit Broker Number
Agency		<u> </u>
City	State	Zip
Email Address	Telephone	Fax
Support Staff Name		
Support Staff Telephone Number	Support Staff Fax Numl	per
Support Staff Email Address (if applicable)		
Producer/Consultant Fee Payment Options, if applicabl	e:	☐ EFT to Agency
Step 10 – HOLD HARMLESS		
Delta Dental has not reviewed the employer's request for Discriminatory Employee Benefit Plans. Said plan may not employer holds Delta Dental Plan of Oklahoma harmless	ot be in compliance with criteria esta	ablished for Discriminatory Employee Benefit Plans and
All information above is true and correct to the best of m	ny knowledge.	
I have reviewed and accept the benefits and eligibility re	quirements as stated in this Applica	tion for Group Contract.
Employer's Authorized Signature		
Title		Date
Producer/Agent/Consultant Signature		Date
Please ship my new group kit [†] to:	☐ Producer	☐ Group Contact
†New group kit contains welcome letter, Plan Agreement	t, Summary Plan Description and ide	entification cards.



Signature:

Enrollment/Eligibility Update

PLANTYPE:

(AS ESTABLISHED BETWEEN EMPLOYER AND DELTA DENTAL)

DELTA DENTAL PPO	DELTA DENTAL PREMIER
DELTA DENTAL PPO - PLUS PREMIER	DELTA DENTAL PREMIER - CHOICE
DELTA DENTAL PPO - PLUS PREMIER "ELITE" DELTA DENTAL PPO - NO MAX	DELTA DENTAL PPO - CHOICE DELTA DENTAL PPO - CHOICE ADVANTAC DELTA DENTAL PPO - POINT OF SERVICE

ЭE SEE REVERSE SIDE OF THIS FORM FOR INSTRUCTIONS, EXPLANATION OF CODES AND PRIVACY POLICY STATEMENT. LOCATION CODE Employer: Subscriber Information: (please complete in ink for enrollment/eligibility updates) SUBSCRIBER NAME (LAST) MARITAL STATUS (M.I.) SUFFIX ПмПѕ SUBSCRIBER SOCIAL SECURITY NUMBER COVERAGE EFFECTIVE DATE STATUS Active ☐ COBRA Retiree Surviving Dep. ADDRESS Other CITY STATE 7IP CHECK HERE IF THIS IS A NEW ADDRESS E-MAIL: Enrollment/Eligibility Update Information: EFFECTIVE DATE OF UPDATE/CHANGE/TERMINATION: TYPE OF ENROLLMENT/ELIGIBILITY UPDATE CHANGE IN CURRENT ENROLLMENT STATUS FOR: SUBSCRIBER DEPENDENTS NEW ENROLLMENT REINSTATEMENT OPEN ENROLLMENT REASON FOR CHANGE: TERMINATION OF BENEFITS DECLINE COBRA ELECTION DIVORCE MARRIAGE NAME CHANGE LEGAL GUARDIANSHIP TERMINATION OF EMPLOYMENT AS OF ADOPTION OTHER TO: GROUP#/SUBGROUP# GROUP TRANSFER-GROUP#/SUBGROUP# Dependent Enrollment/Eligibility Update Information: (please complete for spouse and/or dependent children for enrollment/eligibility update) SPOUSE NAME (LAST) SEX (FIRST) MALE FEMALE SOCIAL SECURITY NUMBER BIRTH DATE DEPENDENT CHILD NAME (LAST) (FIRST) (M.I.) SUFFIX SEX MALE FEMALE SOCIAL SECURITY NUMBER DISABLED* DEPENDENT CHILD NAME (LAST) (FIRST) (M.I.) SUFFIX SEX MALE FEMALE SOCIAL SECURITY NUMBER BIRTH DATE DISABLED* DEPENDENT CHILD NAME (LAST) (FIRST) (M.I.) SUFFIX SEX MALE FEMALE SOCIAL SECURITY NUMBER BIRTH DATE DISABLED* SEX DEPENDENT CHILD NAME (LAST) (M.I.) SUFFIX (FIRST) MALE FEMALE SOCIAL SECURITY NUMBER BIRTH DATE DISABLED* WARNING: Any person who knowingly, and with intent to injure, defraud, or deceive any insurer, provides false information herein and makes any claim for the proceeds of an insurance policy containing any false, incomplete, or misleading information is guilty of a felony. By signing this form, I agree to continue enrollment as provided by the contract between my Employer and Delta Dental of Oklahoma and acknowledge I have read the privacy policy detailed on the back of this form. Subscriber's

Date:

Please read the following information carefully before completing the other side of this form. You should fill out this form if you are enrolling for coverage or updating/changing any information from an earlier enrollment. If you have any questions about filling out this form, your human resources or personnel department can help you.

<u>Subscriber Information</u> - This section must be completed in order to process your enrollment or update your records. All information in this section should apply to you, the primary subscriber. Please print clearly in ink.

<u>Full-Time Hire Date:</u> The date you were hired with your employer.

Coverage Effective Date: The date Delta Dental coverage takes effect for you (and/or your dependents, if enrolled).

Status Definitions (Please select only one status)

<u>Active</u> You are an eligible subscriber.

Retiree You are retired and your employer continues to provide you with dental benefits.

<u>COBRA</u> You are no longer an active subscriber but you have continued coverage under COBRA.

Please check with your human resources or personnel department for information regarding COBRA.

<u>Surviving Dep.</u> The surviving spouse or child of a deceased subscriber to whom the employer continues to provide benefits

other than under provisions of COBRA.

<u>Enrollment/Eligibility Update Information</u> - This section should only be completed if your are: (1) enrolling yourself or a family member for the first time or (2) if your benefits were terminated and are not being reinstated or (3) if you are making changes to your current enrollment information.

New Enrollment: Check for first time enrollment for yourself or your eligible dependents.

<u>Reinstatement:</u> Check for reinstatement coverage for yourself or your eligible dependents.

Termination of Check only if you are terminating Delta Dental coverage for yourself or a family member.

Benefits:

Group Transfers: Must be completed when you are transferring from one subgroup to another. (All dependents will transfer)

<u>Dependent Enrollment/Eligibility Update Information</u> - This section should be completed when: (1) enrolling dependents or (2) if you are submitting updates/changes to Delta Dental enrollment. (Please include both first and last names of any individuals for whom you are enrolling or submitting an update or change).

* Disabled: Your permanently disabled dependent child. (Requires submission of medical statement)

Delta Dental of Oklahoma Privacy Policy

All companies part of the Delta Dental of Oklahoma family of companies (referred to in this Privacy Policy as "Delta Dental") believe that personal information collected about our customers, subscribers, potential customers, and proposed subscribers (referred to collectively in this Privacy Policy as "Customers") must be treated with the highest degree of confidentiality. For this reason and in compliance with the Gramm-Leach-Billey Act of 1999, Delta Dental has developed a Privacy Policy that applies to all employees, officers, directors, agents, brokers, and to any other transaction Delta Dental has which may contain your confidential information. Financial companies are able to choose how they share your personal information, however Federal law gives consumers the right to limit some but not all sharing. Federal law also requires us to tell you how we collect, share, and protect your personal information. Please read this notice carefully to understand what we do.

Information We Collect - We collect and maintain personal, nonpublic information we receive from Customers directly, through applications, enrollment forms, check, credit or debit card payments, insurance claims, and our website. We also collect your personal information from other companies. The types of personal information we collect and share depend on the product or service you have with us. This information can include your name, address, social security number, date of birth, transaction and claim history, medical information, and checking account information.

Utilization Of Information - Delta Dental has, and will continue to utilize non-affiliated third parties to conduct certain functions of our business in order to provide our Customers with services and products. These functions include processing your requests, claims and transactions, maintaining your account(s), providing information about new products, responding to court orders and legal investigations, reporting to credit bureaus, and to comply with Federal and State Laws. The information Delta Dental uses to provide a service cannot be restricted by our Customers. However, Delta Dental is able to limit this information on your behalf under HIPAA.

Federal law gives consumers the right to limit information sharing in relation to affiliates' everyday business purposes, information about your creditworthiness, affiliates using your information to market to you, and non-affiliates using your information to market to you. In addition, state laws and other individual companies may give you additional rights to limit sharing.

Delta Dental does not have any affiliates, nor do we share information with non-affiliates for marketing purposes. When you are no longer our Customer, we will continue to share your information as described in this notice.

Our Security - To protect your personal information from unauthorized access and use, we maintain physical, electronic, and procedural safeguards that comply with Federal Law, including computer safeguards and secured files and buildings. We consider nonpublic personal information to be confidential, and treat it as such. The personnel who have access to this information are trained in proper handling of such information. Employees who violate this strict level of confidentiality are subject to our disciplinary process.

While we do make available certain nonpublic personal information to non-affiliated third parties in order to service Customer accounts, all information is strictly governed by confidentiality and security agreements to protect our Customers. Therefore, our Customer's confidential information is protected.

If the group plan is terminated or you terminate your coverage, Delta Dental will adhere to the information practices as described in this notice.

If you have any questions about our Privacy Policy, please do not hesitate to contact your Delta Dental representative at 800-522-0188 (Toll Free) or 405-607-2100 (OKC Metro).

Under no circumstances will we sell information about our Customers or their account to any unaffiliated company, group, or individual without our Customer's permission.

DELTA DENTAL OF OKLAHOMA FEATURES & SERVICES

SPOTLIGHT

Delta Dental of Oklahoma provides answers through an online portal known as **SPOTLIGHT**. SPOTLIGHT is online, real-time, 24/7 secure access to benefit information you want—when you want it. Our online services provide:

- Claims Status
- Find a Dentist
- · Oral Health Education and more!

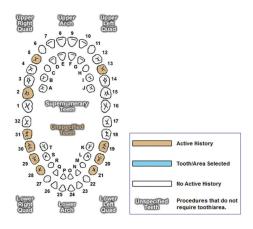
PREVENT-O-METER

A graphical illustration that keeps you up to date on your preventive visits.



MY MOUTH

The My Mouth chart in SPOTLIGHT is a graphic illustration of your teeth, with color codes that show dental work, and an explanation of the procedures performed on each tooth. It is aimed at helping you better understand the dental care you receive.



VIEW MY BENEFITS

The View My Benefits tool makes it easy to understand your dental benefits. You can see a list of what your dental plan covers and if limitations apply. You can also view your benefits as a PDF to easily print, save, and email.

ACCESS YOUR EXPLANATION OF BENEFITS (EOB)

Your EOB is the key to understanding how Delta Dental of Oklahoma pays your claims. SPOTLIGHT gives you the freedom to access your EOB before you receive it in the mail. You can also view your history for up to seven years.

PRINT YOUR ID CARD

While you don't have to bring your ID card with you when you visit your dentist, sometimes having it brings peace of mind that your claims will be paid appropriately. With SPOTLIGHT, you have 24/7 access to view, print, save or email your ID card directly from your computer. To register for SPOTLIGHT, visit: **DeltaDentalOK.org/Spotlight.**



△ DELTA DENTAL®

DELTA DENTAL OF OKLAHOMA FEATURES & SERVICES

MULTIPLE PROVIDER NETWORKS



Delta Dental offers two of the nation's largest dental provider networks. Delta

Dental Premier consists of more than two-thirds of the nation's dentists. Delta Dental PPO consists of nearly 50% of the nation's dentists and typically provides lower out-of-pocket costs.

NO BALANCE BILLING



If you visit a Delta Dental PPO participating dentist, you are not responsible

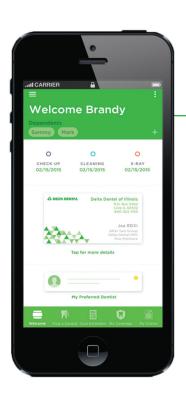
for any amounts in excess of Delta Dental's PPO maximum allowable amount. Members enrolled in a Delta Dental PPO-Plus Premier plan enjoy no balance-billing with any participating network provider.

CUSTOMER SERVICE



Our Oklahoma-based
Customer Service
Department is just a phone

call away. Customer Service
Representatives are available to
answer calls live Monday - Thursday
from 7 a.m. - 6 p.m. and Friday
from 7 a.m. - 5 p.m. at
405-607-2100 (OKC Metro) or
800-522-0188 (Toll Free). Oral
health tips, our Find a Dentist tool
and many other services are
available to you 24/7 at
DeltaDentalOK.org.



MOBILE APP

SECURELY ACCESS BENEFITS



With Delta Dental's free mobile app you can stay up-to-date on coverage

information, plan type, benefit levels, contact information, deductibles and maximums. You can check the status of your most recent dental claims, view details and even email claim information for both you and your dependents under age 18. In order to securely access this information, be sure to register on the **DeltaDental.com** website and login using your mobile device.

ADDITIONAL TOOLS

- Find a Dentist
- View and email your mobile ID card
- Musical toothbrush timer to help you stay up-to-date with your oral wellness routine



See better - live better



Delta Dental vision provided by EyeMed

Your eyes say a lot about you - from your emotions to vision and your overall health. And, when you're proactive about protecting your eyes, the impact is clear.

Regular eye exams not only correct vision problems, they also can reveal early warning signs of more serious health conditions such as hypertension, cardiovascular disease and diabetes. So, schedule exams annually and you'll be set on a path to better health.

Keep on saving

You can use your EyeMed discount as often as you like, all year long, on nearly all your vision care purchases at EyeMed's participating providers.

Visit deltadental.com to learn more

Need to locate a provider? Want to learn about vision wellness? Visit **deltadental.com**.













JCPenney | optical

Please note your discount cannot be combined with any other discounts, coupons or promotional offers.



Locate a provider

You love choices - and so do we. That's why our network has thousands of independent doctors and retail providers.



Schedule an appointment

Call ahead or stop by one of the many providers that offer walk-ins. Most also have evening and weekend hours to fit any schedule.



Show your ID card

When you arrive, let the provider know you have an EyeMed discount through Delta Dental.

△ DELTA DENTAL®

Member/Patient Services: 1.866.723.0391 ACCESS DISCOUNT PLAN DELTA DENTAL Discount Plan Number 9231093

Signature: _

This is not insurance. Dependents are eligible.

deltadental.com

DELTA DENTAL OF OKLAHOMA EYEMED VISION CARE



Delta Dental has teamed up with EyeMed Vision Care to offer members significant savings on eye care and eyewear for no additional cost. Visit **eyemedvisioncare.com/deltad** for provider information, detailed benefits and a printable ID card.

VISION CARE SERVICES

DISCOUNTS & CO-PAYS

COMPLETE PAIR OF GLASSES PURCHASE:

The following Frame, Lenses, and Lens Options discounts & fees apply only if a complete pair is purchased in same transaction. Items purchased separately will be discounted 20% off of the retail price.

STANDARD PLASTIC LENSES

STANDARD FLASTIC LENSES	
INCLUDING STANDARD SCRATCH:	MEMBER PAYS:
Single Vision	\$50
Bifocal	\$70
Trifocal	\$105

FRAMES

Any frame available at provider location _______35% off retail price

LENS OPTIONS:	MEMBER PAYS:
UV Treatment	\$15
Tint (Solid and Gradient)	\$15
Standard Tint	\$15
Standard plastic scratch coating	\$15
Standard Polycarbonate	\$40
Standard Anti-reflective Coating	\$45
Standard Progressive (add-on to bifocal)	\$65
Other add-ons and services	20% off retail price

CONTACT LENSES*:

Conventional (Discount applied to materials only) _______ 15% off retail price

LASER VISION CORRECTION:

Lasik or PRK ________15% off retail price or 5% off promotional price

FREQUENCY:

Examination	Unlimited
Frame	Unlimited
Lenses	Unlimited
Contact Lenses	Unlimited

PLAN LIMITATIONS/EXCLUSIONS

- Orthoptic or vision training, subnormal vision aids, and any associated supplemental testing.
- Medical and/or surgical treatment of the eye, eyes, or supporting structures.
- Corrective eyewear required by an employer as a condition of employment and safety eyewear.
- Services provided as a result of any Worker's Compensation law.
- Plano non-prescription lenses and non-prescription sunglasses (except for 20% discount).
- Discount is not available on those frames where the manufacturer prohibits a discount.
- Visit **eyemedvisioncare.com/deltad** to learn more or locate a provider near you.
- * After initial purchase, replacement contact lenses may be obtained via the internet at substantial savings and mailed directly to the member. Details are available at eyemedvisioncare.com. Member will receive a 20% discount on items purchased at participating providers not included under plan coverage. 20% discount may not be combined with any other discounts or promotional offers, and the discount does not apply to EyeMed provider's professional services or contact lenses. Retail prices may vary by location. Not valid for groups domiciled in the state of Washington.
- **LASIK and PRK correction procedures are provided by the U.S. Laser Network, owned by LCA-Vision. Members must first call **877-552-7376** for nearest laser facility and to receive authorization for the discount.



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