

INSURANCE BENEFITS

DATE: _____ SS# _____ Alt ID# _____

PATIENT: _____ DOB: _____

EMPLOYEE: _____ DOB: _____

EMPLOYER: _____

INSURANCE CO: _____ PHONE: _____

CLAIM ADDRESS: _____

GROUP #: _____ INS. PROVIDER WEBSITE: _____

EMPLOYEE/FAMILY COVERAGE (circle) Dependants covered to age _____ Students _____

MAX/YR: \$ _____ DED\$ _____ (P B M) Yr / Life FAMILY DED MAX\$ _____

EFFECTIVE: _____ POLICY RENEWS: _____ TRAD(UCR) or FEE SCH (Circle)

INS USED TO DATE _____ FAMILY USED TO DATE _____

FMX HX _____ FAMILY FMX HX _____

P PREVENTIVE _____% Exams 6 mo/2 per yr; Prophy 6mo/2 per yr; Fluor.6 mo/1 yr to _____

BW 6 mo/1 per yr (P / B); FMX _____ (P / B); Sealants _____% to age _____ (P / B)

CANCER SCREEN D0431 (YES / NO) _____% (P / B)

B BASIC _____% POSTERIOR FILLS (COMP / AMAL); CROWN BUILDUPS(D2950) _____%

ENDO _____%; **PERIO** _____% PERIO CLEANINGS (D4910) _____% (_____X yr)

DEBRIDEMENT(D4355) YES / NO _____%; CHEMO AGENT (D4381) YES/NO _____%

SURGICAL _____% (Any codes that should be submitted to medical carrier? _____)

M MAJOR _____% SINGLE CROWNS _____%; TMJ or BRUXISM YES / NO _____%

IMPLANTS _____% Addl info _____

Missing Tooth Clause (Y / N) Waiting Period (Y / N) Replacement Every _____ Yrs

Ins Rep _____

Your Initials _____

TAX ID # 20-1948902 (EIN)
BC/BS PROVIDER #83011 (Dr Patel)
UNITED CONCORDIA 186668(Attached to our Tax ID#)

INSURANCE BREAKDOWN ABBREVIATIONS

Please make sure to use these abbreviations so we all can be on the same page

Prophy – Px
Exam – Ex
Bitewings – BW
Fluoride - FL
Full mouth series – FMX
Perio Prophy – Perio Px
Gross Debridement – Debride
Posterior fills – post fills
Amalgam rate – Amal rate
Crown buildups – BU
Chemotherapeutic agent – chemo
Surgical Extraction – Surg ext
Cancer screen – cncr scr
6 months – 6 mo
Per year - /yr
Replacement clause – repl cls

When you call on insurances you must ask all questions on the form then list all info in the message area. If there is some important info, put first in message as all capitals. Example – 12 MO WAITING ON ALL MAJOR, etc. If the employer is already in the computer, but the info is not completely accurate, please modify all info to these abbreviations. If there is a specified waiting period make sure you also go to the patient account screen and make a note when benefits are available. Example – Major benefits are available after June 1, 2008.

Always look up the employer first before you add to computer. If you can't find it, look up with first letter only and go through entire list. Look up by group # also. If you need to add employer put as much of the employers' name as possible without any spaces, hyphens, &'s, etc. Example – S & W Construction would be SWCONSTR. If that company is already there and this is an alternative plan available to that employer, create as SWCONST2.

When it is time to add the insurance company, look to see if that insurance company/address is already in there. If not then add the insurance with the first 3 letter of the insurance, first 2 letters of the city, and state Example – Delta Dental in Alpharetta, GA would be DELALGA. If there are others with this abbreviation, then you just add the next available number to the end, example – DELALGA4.