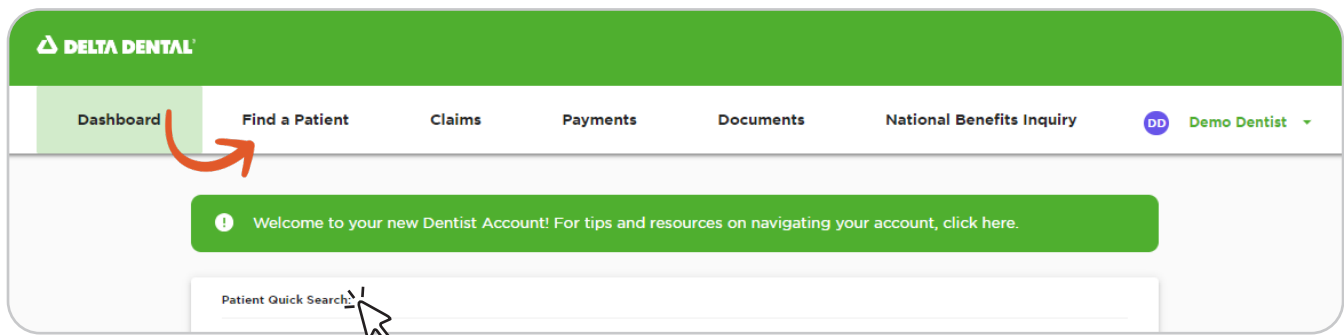


Convert Pre-Determination to an In-For-Payment Claim

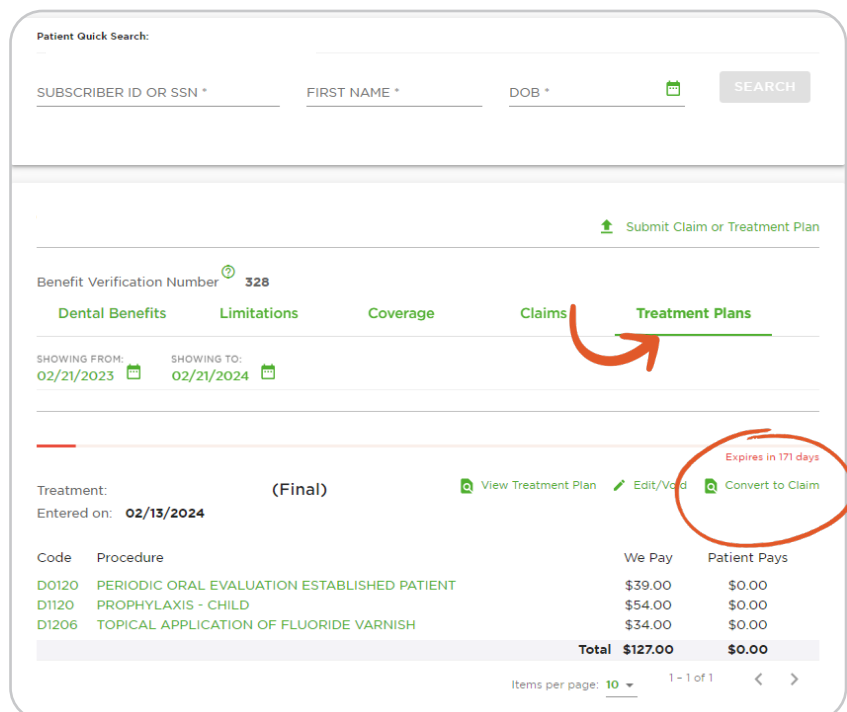
Online Dentist Account

★ How to Convert a Pre-Determination to an In-For-Payment Claim

- 1 Pull up a patient using either **Patient Quick Search** from the dashboard or through the **Find a Patient** tab.



- 2 Click on the **Treatment Plans** tab. Once you have located the Pre-Determination you need to convert to an in-for-payment claim, click the **Convert to Claim**.



Convert Pre-Determination to an In-For-Payment Claim

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★ How to Convert a Pre-Determination to an In-For-Payment Claim

- 3 This will take you to the electronic Treatment Plan form for this Treatment Plan that you had previously submitted.

Back to Patient Overview Void

/ Submit Claim or Treatment Plan

Benefit Verification Number ⓘ 68

Payer Information:
PRIMARY PAYER:
Delta Dental of Kansas

Additional Coverage Information:
 Patient has other Coverage?

Dentist Information:
TREATING DENTISTS NPI: *
BILLING / BUSINESS NPI: *

Patient Information
NAME: ID:
DOB: GENDER: *
Male
ADDRESS 1: *
ADDRESS 2:
CITY: *
Salina
STATE: *
KS
ZIP: *
67401

- 4 Select the Treating Dentist and Business from the drop-down menus. These fields are required to submit, even if your office only has one dentist and one office location.

Dentist Information:
TREATING DENTISTS NPI: *
BILLING / BUSINESS NPI: *

Convert Pre-Determination to an In-For-Payment Claim

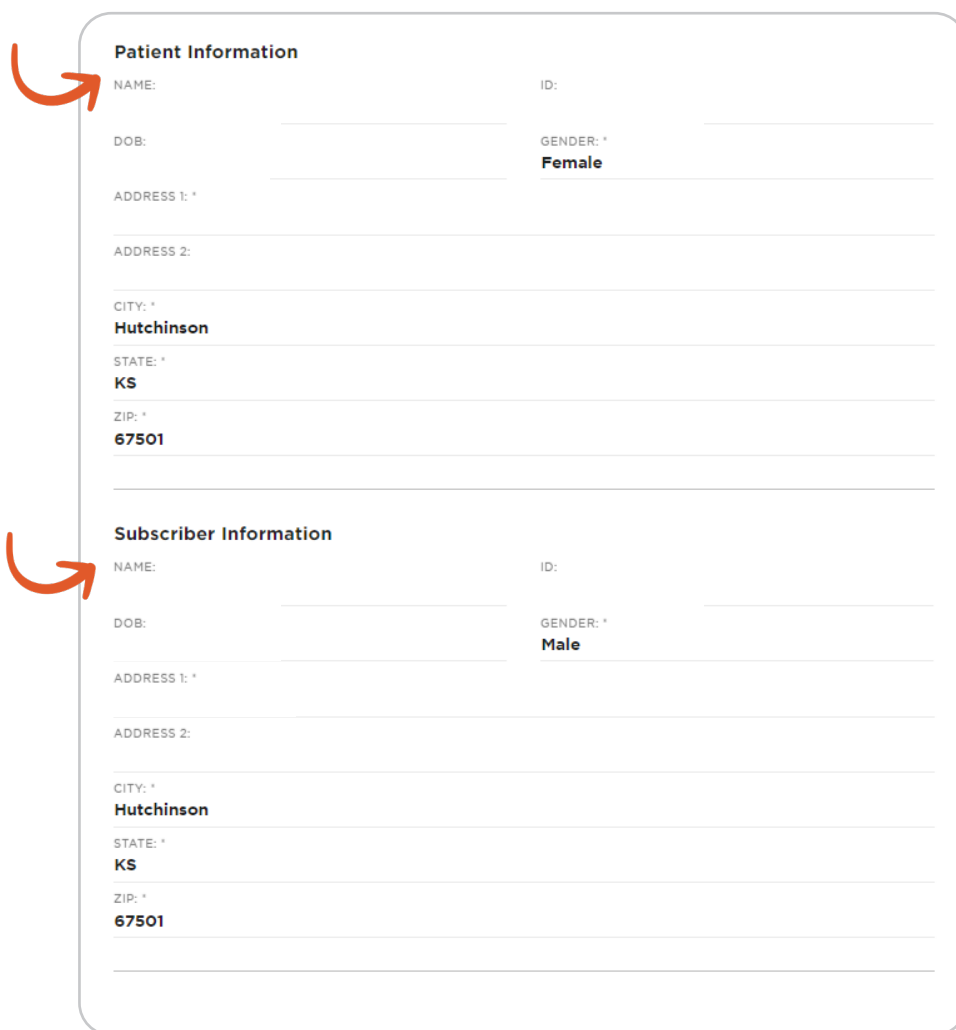
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★ How to Convert a Pre-Determination to an In-For-Payment Claim

5

The form will auto populate a patient and subscriber information based on the patient you had pulled up when you selected **Submit Claim or Treatment Plan**.

*(If this is not a patient you are needing to submit a claim for, simply return to the **Patient Quick Search** and search for a patient you want to submit a claim for.)*



Patient Information

NAME: _____ ID: _____

DOB: _____ GENDER: *
Female

ADDRESS 1: * _____

ADDRESS 2: _____

CITY: *
Hutchinson

STATE: *
KS

ZIP: *
67501

Subscriber Information

NAME: _____ ID: _____

DOB: _____ GENDER: *
Male

ADDRESS 1: * _____

ADDRESS 2: _____

CITY: *
Hutchinson

STATE: *
KS

ZIP: *
67501

6

Below **Subscriber Information** box is a set of fields where you can list the NEA number, Additional Remarks and ICD 10 codes for the claim. *Please know that Delta Dental of Kansas does **not** require ICD 10 codes.*



Additional Claim Information

NEA NUMBER: _____

ADDITIONAL REMARKS: _____

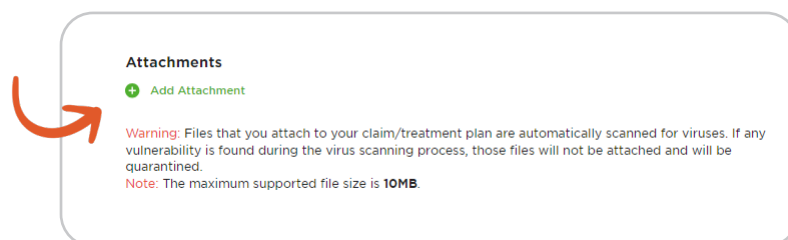
ICD-10 CODES: _____

Convert Pre-Determination to an In-For-Payment Claim

Online Dentist Account

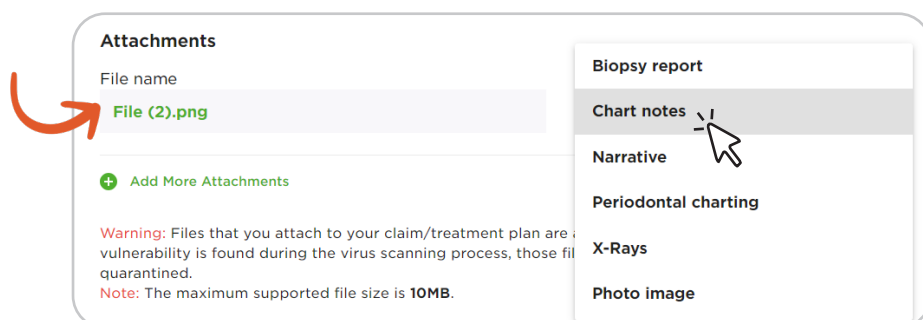
★ How to Convert a Pre-Determination to an In-For-Payment Claim

7 In the Attachment section, you can add or remove any attachments for this claim. To add any additional attachments, click Add Attachment. Once you have selected the necessary files, click the **Open** to attach the file.

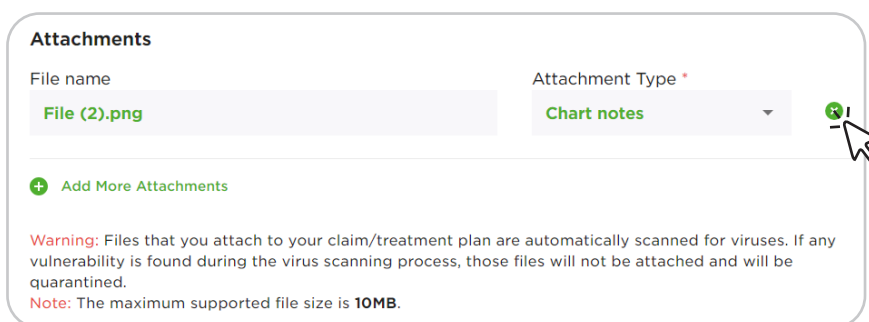


8 Two boxes will appear for each attachment listing the **File name**. Next, select an **Attachment Type**.

Please note if you add any attachments, that the program will not allow you to submit the claim until an attachment type is listed for each attachment.



9 To remove an attachment, click the **green x**.



Convert Pre-Determination to an In-For-Payment Claim

Online Dentist Account

★ How to Convert a Pre-Determination to an In-For-Payment Claim

10

In the Procedures section, the date of service will default to today's date. The date listed is the correct date that the procedures were rendered. You can add or remove services as needed prior to submitting these as an in-for-payment claim.

Procedures

DATE OF SERVICE: * 3/12/2024

TOOTH: 5

AREA:

SURFACE: Buccal

PROCEDURE CODE: * D2391

DESCRIPTION: RESIN-BASED COMPOSITE - ONE SURFACE POSTERIOR

FEE: * \$ 150.00

+ Add Procedure

Remove Procedure

11

Review the Legal section and check the boxes noting that you have reviewed these sections.

Click **Submit** to submit the pre-determination for processing. If the Submit button remains gray, review the claim for any fields highlighted with red text that require information for submission.

Legal:

I have informed the patient of the treatment plan and associated fees and they agree to be responsible for all charges for dental services and materials not paid by the dental benefit plan, unless prohibited by law, or the treating dentist or dental practice has a contractual agreement with the plan prohibiting all or a portion of such charges.

I hereby certify that procedures indicated by date are in progress (for procedures that require multiple visits) or have been completed, or procedures with no date are being submitted for predetermination. The fees submitted are the actual fees I have charged and intent to collect for those procedures.

SUBMIT

Convert Pre-Determination to an In-For-Payment Claim

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★ How to Convert a Pre-Determination to an In-For-Payment Claim

12

If the Pre-Determination is not available for an Instant Pre-Determination, it will list as **In Process** next to the Pre-Determination Treatment Plan number. All Pre-Determinations have a Red bar at the top giving a visual of how close they are to expiring, in addition to listing the number days remaining until the Pre-Determination's expiration.

The screenshot displays a patient search form at the top with fields for 'SUBSCRIBER ID OR SSN *', 'FIRST NAME *', and 'DOB *', along with a 'SEARCH' button. Below the search form, there are tabs for 'Dental Benefits', 'Limitations', 'Coverage', 'Claims', and 'Treatment Plans', with 'Treatment Plans' selected. A red bar at the top of the treatment plan entry indicates it expires in 171 days. The status '(In Process)' is circled in orange. A red arrow points to the 'Treatment:' label, and a mouse cursor points to the 'Convert to Claim' button. A table below shows the treatment details:

Code	Procedure	We Pay	Patient Pays
D0120	PERIODIC ORAL EVALUATION ESTABLISHED PATIENT	\$39.00	\$0.00
D1120	PROPHYLAXIS - CHILD	\$54.00	\$0.00
D1206	TOPICAL APPLICATION OF FLUORIDE VARNISH	\$34.00	\$0.00
Total		\$127.00	\$0.00

At the bottom, there is a pagination control showing 'Items per page: 10' and '1 - 1 of 1'.

▶ Convert a Pre-Determination to an In-For-Payment Claim

Watch Video

Watch this video to learn how to convert a pre-determination to an in-for-payment claim on your new online Dentist Account.