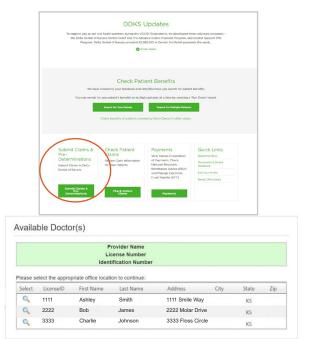
## Online Claim Submissions Step-by-Step

Take advantage of this quick and easy way to submit your dental claims and pre-determinations online!

First, log in to your dentist account at **DeltaDentalKS.com/Dentist**. Then follow the steps below:

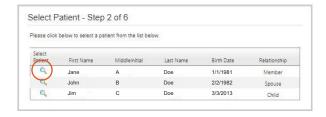
1

Once logged in, select "Submit Claims & Pre-Determinations", and then select the treating doctor and treating location.

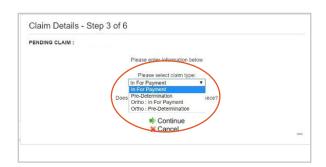


2 Enter the Subscriber's Delta Dental Member ID or SSN, and then select the Patient.





Select the claim type in the dropdown: payment, pre-determination, ortho payment or ortho pre-determination.



If the pa

If the patient is covered by an additional dental plan, and Delta Dental is the secondary payer, select "Yes" and add the name of insurance carrier.



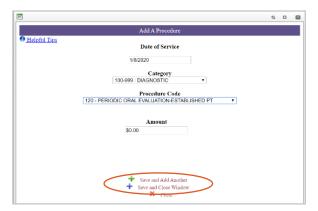




## Online Claim Submissions Step-by-Step

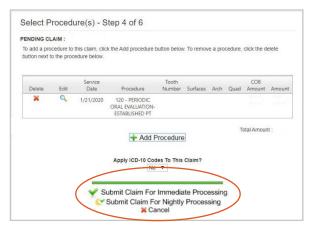
5

Add each procedure and full office fee. Once finished, click "Save and Close Window."





You can choose to submit the claim for immediate processing or nightly processing.



Date of service will default to today's date. DDKS does not require ICD-10 codes

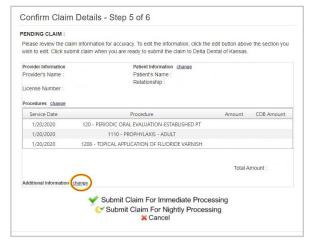
Nightly processing - allows for viewing, editing, or deleting the same day of submission prior to 11:59 p.m. CST.

Immediate processing - claims can be viewed, but cannot be edited or deleted after submission.

Contact our Customer Service team at 316-264-4511 as soon as possible to request claim suspension for incorrect claim submissions.

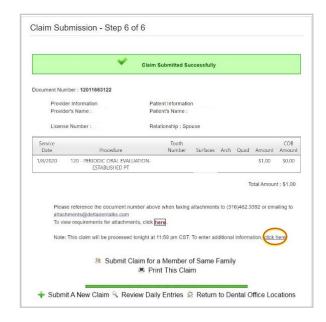
7

Verify claim details prior to final submission. If you have chosen to submit for immediate processing, make sure to add your narrative now by clicking "change".





If you've chosen nightly processing, then you'll have the opportunity to add your narrative until 11:59 p.m. CST by selecting "click here".



Attachments can be emailed to attachments@deltadentalks.com or faxed to 316-462-3392. Be sure to include the Claim Document Number on any attachments submitted.