

Simplify with Provider Tools!



Four steps to free, fast, real-time claims

Provider Tools has everything you need to take care of business, all in one convenient place. Use this summary to get started with real-time claims. For more information about Provider Tools, webinar schedules and videos, visit dd.deltadentalins.com/provider-tools.

Step 1 - Log in

At deltadentalins.com, log in to (or register for) secure Provider Tools in the Online Services box.

Step 2 - Find your patient



Submit Claim

Enter your patient's name and choose **Existing** to bring up the patient's record.

Step 3 - Complete the claim

Select **Statement of Completed Services** or **Pre-Treatment Estimate**.

Scroll to **Service Information** and enter the procedure details.

Click **Add Service** to enter more procedures.

If a digital x-ray and/or an explanation of benefits are required, choose **Enclosures Or Electronic Attachments**. Select **Upload Document**, then **Browse** to locate your document and **Begin Upload** to attach it to the claim.

Click **Continue** when you are finished and the **Submit Claim** button appears. The **Edit** and **Cancel** buttons are here if you need to make any changes.

Step 4 - Submit and track

Select **Submit Claim** to transmit the claim in real time to Delta Dental.

Use **My Claims** to track the claim's progress from receipt to completion.

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