

Simplify Claims with Provider Tools



4 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

On deltadentalins.com click **Log in** in the upper right-hand corner of the screen. Enter your username and password and click the **Log in** button.

Step 2: Find your patient

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

Step 3: Complete the claim

Under **Type of transaction** 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, select **Attachments and Treatments** and choose **Enclosures Or Electronic Attachments**. Select **Browse** to locate your document and **Begin Upload** to attach it to the claim.

Click **Continue** when you are finished. Click **Submit Claim** to submit, **Edit** to make changes or **Cancel** to return to the landing page without submitting.

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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