





Training Topics

- Interactive Voice Response (IVR) Self Service Functions
- Understanding the Office Reference Manual (Exhibit A, Exhibit B and Exhibit C- the benefits table)
- Release of Authorization
- Authorization Submissions –Operating Room (OR) cases and Early Periodic and Screening Diagnosis Treatment program (EPSDT)
- Prior Authorization vs. Pre-Payment Review
- Adult Over 21 Benefits
- Pregnant Women Benefits
- Institute for Mental Disease (IMD) Members
- Coordination of Care (COB)
- Professional Interpreter Services
- Orthodontic Benefits
- Provider Web Portal-PWP (Brief Review)
- Appeals Process
- DentaQuest Virginia (VA) Provider Partner Team for the Smiles For Children (SFC) program





IVR Self Service Functions

- Ability to verify benefits and eligibility and obtain a procedure history
- Ability to have information faxed back to you
- Once member information (such as membership number or date of birth) is entered, you will be able to jump between menus without re-entering that information
- Caller dials Provider Services incoming phone number (888-912-3456)
- Caller is prompted for English vs Spanish
- Caller enters NPI
- Caller enters last 4 digits of TIN



IVR Self Service Functions-Continued

- IVR validates caller:
 - If provider is found continues to enter member information
 - If provider is not found continues to limited options
- Caller enters member information
 - Member ID (12 digit number only)
 - DOB
 - (First 4 characters of last name if the ID is alpha numeric)
- IVR validates member information:
 - If member is found continues to main menu
 - If member is not found prompted to re-enter information



IVR Self Service Functions-Continued

- Main Menu (when both provider and member are found in system)
 - Eligibility, Claims, Authorizations, Web Support and all other inquiries
 - Benefit Sub Menu
 - Benefit Summary
 - Benefit Detail





- Authorization Required: Indicates that either prior authorization or prepayment review is required for the specific code
- Prior Authorization: Operating Room (D9999) and Orthodontic services (D8080) are the only services that require Prior Authorization. If "Yes" is indicated, see the Documentation Required column for a description of the materials/items that must accompany the "Request for Predetermination/Preauthorization"



 The tables of covered services (Exhibit A, B and C) contain a column marked-"Authorization Required. A "Yes" in this column indicates that a service code listed requires either prior authorization or documentation submitted with date of service claim for pre-payment review in order to be considered for reimbursement. The "Documentation Required and benefit limitation" column will describe the necessary information for review, and whether it must be submitted on a prior authorization bases, or with acclaim following treatment for pre-payment review.



Code	Description	Age Limitation	Teeth Covered	Authorization Required	Benefit Limitations	Documentation Required
D0120	Periodic oral evaluation	0-20		No	One per 6 months per latient per dentist or dental group. Only one exam (1 0120, D0145, or D0150) every 6 months	2 ottani ani ani ani
D3310	Anterior root canal (excluding final restoration)	0-20	Teeth 6-11, 22- 27	No	Orce per lifetime.	
D7230	Removal of impacted tooth – partially bone	21 and older	Teeth 1 through 32, 51 throug 82 (SN), A through T, AS through TS (SN)	Yes	Removal of asymptomatic tooth not covered.	Pre-operative radiographs and narrative of medical necessity with claim for prepayment review.
D8080	Comprehensive orthodontic treatment of the adolescent dentition	0-20		Yes		Study models (or OrthoCad equivalent). Panoramic or perioapical radiographs. Cephalogram and/or photos are optional. PRIOR AUTHORIZATION REQUIRED.



- Services requiring prepayment review, require that proper documentation be submitted with the claim following treatment in order for the claim to be considered for reimbursement.
- For all services that require Prepayment Review, Providers have the option of requesting prior authorization:
 - Services requiring prior authorization/pre-determination require that documentation regarding the medical necessity of the proposed treatment be submitted and authorization from DentaQuest be obtained before the services are rendered.
- A full explanation of benefits can be found in the Office Reference Manual

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Authorization Release Requests

- Authorization release requests must be submitted on an ADA claim form or a determination letter
 - Must submit on an ADA claim form note in box 35 request to release auth and include authorization number. Due to our automated system the request must be on the ADA claim form.
 - It is acceptable to submit the original authorization claim noting in box 35 the auth # and request to release authorization.

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34. (Place an 'X' on each missing tooth)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Α	В	С	D	Ε	F	G	Н	1	J	Fee(s)	i
54. (Flace all X off each fillissing tooth)	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	T	S	R	Q	Р	0	N	М	L	K	33.Total Fee	
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Early and Periodic Screening Diagnosis and Treatment-EPSDT

- The Early and Periodic Screening Diagnosis and Treatment (EPSDT) program is a comprehensive and preventive child health program for individuals under the age of 21.
- EPSDT requires that any medically necessary health care services be provided when the service is needed to correct or ameliorate a dental condition.
- Coverage is available under EPSDT for services even if the service is not available under the Smiles For Children to the rest of the Smiles For Children population.



Authorization Requests for EPSDT Cases

- Be sure and check EPSDT (The Early and Periodic Screening Diagnosis and Treatment program) in box 1 of the ADA claim form
 - EPSDT requires review that EPSDT be indicated on the prior authorization request
 - Include need of medical necessity
 - Must include the actual treatment ADA code

Type of Transaction (Mark all applicab	
Statement of Actual Services EPSDT/Title XIX	Request for Predetermination/Preauthorization



Operating Room Cases

All operating room (OR) cases must be prior-authorized In most cases, OR will be authorized (for procedures covered by **SFC**) if the following is involved:

- Patients requiring medically necessary extensive dental procedures and classified as American Society of Anesthesiologists (ASA) class III and ASA class IV.
- Medically compromised patients whose medical history indicates that the monitoring of vital signs or the availability of resuscitative equipment is necessary during extensive dental procedures.



Operating Room Cases-Continued

- Patients requiring medically necessary extensive dental procedures who have documentation of psychosomatic disorders that require special treatment.
- Cognitively disabled individuals requiring medically necessary extensive dental procedures whose prior history indicates hospitalization is appropriate.



Documentation Required for Prior Authorization of OR Cases

- Prior-authorized Treatment Plan
- Narrative describing medical necessity for OR
- Fees are reimbursed in accordance with the SFC Schedule of Allowable Fees as reflected in the Provider Agreement
- Must submit D9999 for Hospital
- Must submit in the remarks field the full name of place of service and date of service-NO ABBREVIATIONS
- Box 38 must have the Hospital box checked
- •MUST have the medical necessity clearly written in the remarks field. If a letter of need is submitted then note see attachment for the need in the remarks field.



Documentation Required for Prior Authorization of OR Cases-Do's and Don'ts

- MUST INCLUDE FULL NAME OF THE FACILITY (Harper Hospital Clinic) in box 35-NO ABBREVIATIONS
 - Example-Harper Hospital Clinic
 - Not acceptable format for place of service-HHC
- Must submit in the remarks field (box 35) full date of service (MM/DD/YYYY)- for the OR case to be reviewed
 - Example-12/15/16

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- Not Acceptable format for date of service Dec 4- must include year
- Box 38 must have the Hospital box checked
- MUST have the medical necessity clearly written in the remarks field or attach letter of need.



Benefits for Enrollees Age 21 and Older

- Adults over age 21 who are enrolled in Medicaid and FAMIS are eligible to receive appropriate comprehensive dental benefits (excluding Orthodontia) through Virginia's dental program, Smiles For Children (SFC)
- DentaQuest uses the 12-digit Medicaid ID number as the enrollee ID Number



Benefits for Enrollees Age 21 and Older

- Coverage for adults include the following:
 - Diagnostic (x-rays, exams)
 - Preventive (cleanings)
 - Restorative (fillings, crowns-refer to ORM for crown benefit limitations)
 - Endodontics (root canals)

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- Periodontics (gum related treatment)
- Prosthodontics (refer to ORM for benefit limitations)
- Oral surgery (extractions and other oral surgeries)
- Adjunctive general services (all covered services that do not fall into specific dental categories.)



Benefits for Enrollees Age 21 and Older-Continued

Covered services will be listed in Exhibit B of the ORM. The ORM is available via the Provider Web Portal (PWP) under related documents. You are responsible for knowing what services are covered. The ORM is available on DentaQuest's provider web portal at www.dentaquestgov.com.



Diagnostic Services

- Diagnostic services include the oral examination and specific radiographs needed for diagnosis and treatment.
- Reimbursement for radiographs is limited to films required for diagnosis and treatment.
- The maximum amount paid for individual radiographs taken on the same day will be limited to the allowance for a full mouth series.
- All radiographs must be of good diagnostic quality, properly mounted, dated and identified with the recipient's name and date of birth.





Documentation Required for Reimbursement

- Appropriate pre-operative radiographs showing clearly the adjacent and opposing teeth should be submitted: bitewing, periapical or panorex.
- Narrative demonstrating medical necessity
- Fees are reimbursed in accordance with the SFC
 Schedule of Allowable Fees as reflected in the Provider Agreement





Clinical Criteria

- Section 15.00 of the ORM outlines the Clinical Criteria used for authorization and payment decisions.
- Documentation requests for information regarding treatment are determined by generally accepted dental standards for authorization, such as radiographs, periodontal charting, treatment plans, or description narratives.
- Clinical criteria are designed as guidelines and are not intended to be all-inclusive or absolute.
 - ▶ When there is a special situation, additional narrative information is required.



Medicaid Pregnant Member Over 21 Eligibility

Pregnant Member Subgroups

Smiles For Children-Pregnant Member - 60 days

- Dental benefits for pregnant members in this subgroup will be discontinued at the end of the month following their 60th day postpartum
 - Example: member delivered on 6/15/2023, the eligibility for this pregnant women dental benefit terminates on 08/31/2023

Smiles For Children-Pregnant Member – Standard

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 Standard pregnant women subgroup- provides coverage for members during pregnancy and for 12 months after delivery.

Benefits for Pregnant Women Enrollees

- Coverage for pregnant women will include the following:
- Diagnostic, Preventive, Restorative, Endodontics, Periodontics, Prosthodontics- both removable and fixed (crowns, bridges, partials and dentures), Oral surgery (extractions and other oral surgeries) and Adjunctive general services (all covered services that do not fall into specific dental categories)
- Covered services are listed in Exhibit C of the ORM.

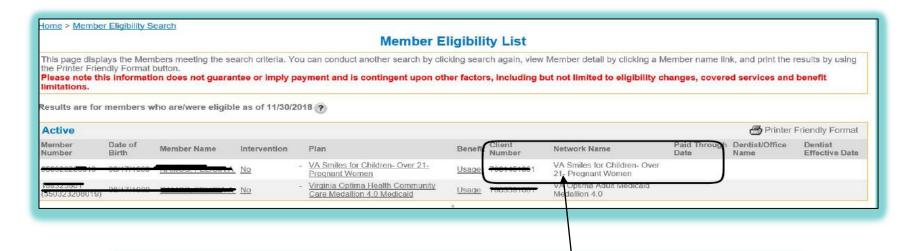




Members Active with Pregnant Member Benefits

Member will show active or ineligible on the member eligibility page for:

- Smiles For Children-Pregnant Women-Standard
- Smiles For Children-Pregnant Member-60 days



Members may be enrolled in the VA **SFC** Over 21 plan, VA **SFC** Pregnant Women or VA **SFC** Pregnant Member 60 days plan. If a member is enrolled in the VA **SFC** over 21 plan and is pregnant, she is entitled to the enhanced pregnancy benefit.

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Documentation Required for Reimbursement-Pregnant Women Over 21 Claims

- Prepayment review will be conducted on all claims and appropriate documentation must include:
 - Narrative indicating the member is pregnant with the estimated date of delivery (must be noted in box 35 of ADA claim form) or notation indicating the member was pregnant and delivered on xx/xx/xxxx
 - Narrative demonstrating medical necessity for those services where additional documentation is required for review (i.e. diagnostic x-rays, perio charting)
- Dental benefits for pregnant women who are 21 years of age and older will be <u>discontinued at the end of the month</u> <u>following their 60th day postpartum</u>

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 Example: if the member delivered on 6/15/2016, her eligibility for the pregnant women dental benefit will terminate on 08/31/2016



Pregnant Women Over 21-ADA Claim Box 35 Examples

																						•					JE. Other		
34. (Place an 'X' on each missing tooth)	1	2	3	4	5	в	7	8	9	10	11	12	13	14	15	16	A	В	С	D	Ε	F	G	Н		J	Fee(s)		
54. (Hade all X off each fillesting total)	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	T	S	R	Q	Р	0	N	М	l	K	33.Total Fee	<u> </u>	
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*It is important to notate in the member chart that she is pregnant and her estimated due date

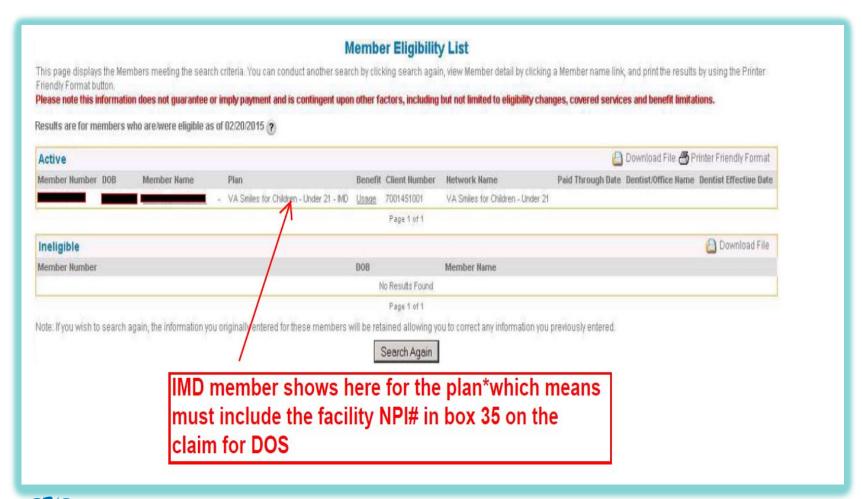
Referring NPI Required for Claim Reimbursement IMD Members

- VA SFC Members in the IMD (Institute for Mental Disease)
 Program are members residing in freestanding psychiatric facilities and/or residential treatment centers (RTC).
- All dental claims submitted for IMD Members must have a referring NPI Number in box 35 of the ADA claim form.
- Any claim that does not include the referring NPI number will be denied. The referring NPI number is the NPI number of the facility where the member resides. (NOT YOUR GROUP NPI OR INDIVIDUAL NPI)



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IMD Member Eligibility Example





Claim Submission Requirements for Primary Insurance EOB

- All claims submitted after primary payment requires:
 - Primary insurance carrier and address
 - Member full name
 - Date of service of EOB must match the date of service on DentaQuest submitted claim (*unless it is an ortho case where the adjustments are billed monthly/quarterly)
 - Must note in remarks/note field (box 35)-First Key word must be one of the following:
 - > EOB
 - > COB
 - Primary Insurance





Claim Submission Requirements for Primary Insurance EOB-Continued

- Always include the Processing Policy/Reason for nonpayment by primary insurance (usually in the footnotes section or last page of the EOB).
 - DentaQuest can't accept just a \$0 payment from Primary
 - DentaQuest must see <u>WHY</u> it was not paid by primary insurance
- Full amount paid by primary insurance (codes and tooth/quad/arch <u>MUST</u> match each service line on the DentaQuest claim)

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- Primary EOB information must be CLEAR and LEGIBLE
 - if the EOB is not readable DentaQuest will not be able to appropriately process the claim for payment

Professional Interpreter Services

- D9990-(Certified translation or sign-language services) per visit (up to \$65 per hour – 15 minute increments) on ADA claim form
- In order to be reimbursed for D9990, the provider must submit the following with the claim for pre-payment review:
 - SFC Professional Interpreter Service Form documenting the services provided by and paid to an interpreter that is proficient in the specific language and that holds a Virginia business licenses allowing a fee for their service. Form available on the provider web portal under related documents.



Professional Interpreter Services-Continued

- A copy of the paid invoice/receipt to DentaQuest to include the following information:
 - Date and Time of Interpreter service (including beginning and ending time in 15 minute increments)
 - Patient Name and Medicaid ID number

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- Interpreter name, address, telephone number, language used, duration of service and interpreter's charge for the service
- If the interpreter is not listed on the DMAS Interpreter Resource list, the provider must attach a copy of the professional interpreter's business license with the invoice

Professional Interpreter Services-Continued

- DMAS maintains an Interpreter Resource list located at <u>https://www.dmas.virginia.gov/media/6267/sfc-interpreter-services-resource-list_updated.pdf</u>
- If you do not have an interpreter resource, you may select one from the Interpreter Resource List.
- The patient's chart must document that the patient needed and received interpreter services on a specific date. If ongoing interpreter services are required, the provider must include an annual assessment and attestation in the patient's chart confirming need. Payment for that service acknowledges DentaQuest's ability to audit the use of the service at any time.



Professional Interpreter Services-Continued

- To be eligible for reimbursement, services must be rendered in conjunction with an eligible *SFC* dental service and the claim for these services must be reflected in the DentaQuest claim system. Charges incurred for missed or broken appointments are not eligible for reimbursement
- One invoice form per member
- Invoice form and claim with D9990 must be submitted to DentaQuest-PO BOX 2906 Milwaukee, WI 53201-2906 or fax to: 262-834-3589



ORTHODONTIC SERVICES



Orthodontic Services-Qualification

- **SFC** enrollees age 20 and under may qualify for orthodontic care under the program.
- Members must have a severe, dysfunctional, handicapping malocclusion.
 - Members whose molars and bicuspids are in good occlusion seldom qualify.
 - Crowding alone is not usually dysfunctional in spite of the aesthetic considerations.
- Members should present with a fully erupted set of permanent teeth.
 - At least ½ to ¾ of the clinical crown should be exposed, unless the tooth is impacted or congenitally missing.



Tips for Orthodontic Eligibility

- It is recommended to verify eligibility day of the scheduled appointment.
- When using the website to verify eligibility, it is recommended that the verification be completed day of the date of service (banding appointment and all adjustments).
- When using the IVR to verify eligibility, the system will inform the Provider if the member is eligible or not. At that point, the provider can select the following options from the call menu:
 - For benefit information or eligibility discrepancies obtained in this system press or say 4



Orthodontic Eligibility

 Patients who turn 21 lose comprehensive children's benefits on their date of birth and at that time are only eligible for limited benefits for members over 21.

 Orthodontic patients who lose eligibility prior to the completion of their orthodontic treatment will be covered for the duration of the orthodontic treatment if she/he was eligible on the <u>date of banding</u>.



Comprehensive Orthodontic Services

- All comprehensive orthodontic services require PRIOR AUTHORIZATION by a DentaQuest Dental Consultant.
- Cases for review must be submitted with:
 - ADA claim form
 - Complete series of intra-oral photographs (including member full name, date of photos, labeling the photo views)
 - OrthoCadTM electronic equivalent (*Optional*).
 Panoramic (and cepholometric films)
 - Patient full name
 - Date of x-ray
 - Right/Left Side labeled
 - Tracings

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- Score sheets
- Narratives



Intra-Oral Photo Requirements

- Photographs must be of good clinical quality and should include:
 - Facial photographs (right and left profiles in addition to a straight-on facial view)
 - Frontal view, in occlusion, straight-on view
 - Frontal view, in occlusion, from a low angle to evaluate

overjet.

- Right buccal view, in occlusion
- Left buccal view, in occlusion
- Maxillary Occlusal view
- Mandibular Occlusal view
- For office unable to submit intra-oral photos, photo scanned copies of plaster models are accepted.



Orthodontic Review Process

- Requests for orthodontic coverage are evaluated using:
 - Medical necessity/handicapping malocclusion criteria as a first level review to determine coverage as applied to the permanent dentition.
 - If the requested treatment does not meet any of the listed handicapping malocclusion criteria, DentaQuest evaluates the case based on the Salzmann Malocclusion Severity Assessment.
 - The member must score a minimum of 25 points to quality for coverage.



Orthodontic Review Process

- Medical necessity documentation to support any of the following impaired functions must be submitted along with all other required documentation:
 - Speech disorder Documented by a physician or speech therapist
 - Eating disorder Documented by a physician
 - Emotional mental distress to impair school participation – Documented by a teacher, a counselor, or a school psychologist



Services Included in Comprehensive **Orthodontics**

The maximum case payment for orthodontic treatment is 1 initial payment (D8080), 5 quarterly periodic billed orthodontic treatments (D8670) and 1 debanding/retainer (s) placement (D8680)

Treatment Plan

- The initial payment for orthodontics (D8080) includes:
 - Pre-orthodontic visit
 Initial banding
 - Radiographs
 - Records

 - Diagnostic models
- Providers must submit claims for 5 quarterly payments (D8670). Date of service claims must be submitted at least 91 days apart and at least 91 days from banding (D8080) date of service claim.



Services Included in Comprehensive Orthodontics

- Providers must submit a date of service claim for orthodontic retention-removal of appliances/debanding, construction, placement of retainers including 12 retainer adjustments (D8680). It is not necessary to wait 91 days from last quarterly adjustment date of service to submit date of service claim for removal of appliances/debanding (D8680).
- Payment for up to one set of lost/non-repairable retainers per arch (D8703/8704) may be considered on a medically necessary basis. The claim must state need of medical necessity in box 35 of the ADA claim form.
- Members may not be billed for broken, repaired, or replacement of brackets or wires



Services Included in Comprehensive Orthodontics-Continued

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- If a member becomes ineligible during treatment and before full payment is made, DentaQuest will pay the balance of any remaining treatment up to the approved case rate. To receive the remaining balance for members that are ineligible but remain in treatment, providers must submit the claim using D8999 with the last service date the patient was eligible and include the remaining amount owed. In remarks/notes field state member in active treatment, termed on xx/xx/xxxx and banded on xx/xx/xxxx
 - For example, Member terms on 3/31/2019 then the DOS is 3/30/2019 and code D8999

Phase I and Phase II Orthodontia

- In addition to covering Comprehensive orthodontic treatment (D8080), the SFC program also covers Limited orthodontic treatment:
 - D8020: Limited orthodontic treatment of the transitional dentition
 - D8030: Limited orthodontic treatment of the adolescent dentition
 - D8040: Limited orthodontic treatment of the adult dentition
- Limited orthodontic treatment may be approved when it is definitive treatment. <u>This means that no other</u> <u>orthodontic treatment will be necessary.</u>



Phase I and Phase II Orthodontia

- Limited orthodontic treatment that is not definitive is covered as part of a comprehensive treatment plan.
- Phase I and Phase II orthodontia are not covered as two separately reimbursable services.
- Interceptive treatment is not covered by the SFC program.
- The placement of palatal expanders and other orthodontic appliances are not separately reimbursable services under the program benefits.



Removal of Appliances

- The fee for Comprehensive orthodontic services includes the removal of appliances and is not a separately reimbursable service for the provider who initially banded the case.
- Removal of appliances by a provider other than the provider who placed the appliance is considered on a case by case basis.
- Providers should submit a request with code D8999
 along with a description of the service performed,
 narrative of medical need, and a photo of the appliances
 to be removed.



Continuation of Care Cases

- Transition from commercial insurance or self-pay:
 - Requests for continuation of care must include:
 - A completed Orthodontic Continuation of Care Form
 - A completed ADA claim form listing the services to be rendered
 - A copy of the member's prior approval obtainable from the commercial insurance or original treating orthodontist, including:
 - ✓ Total approved case fee including the approval letter
 - ✓ Banding fee

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- ✓ Orthodontic treatment fees
- Detailed payment structure
- The <u>original</u> diagnostic models, and radiographs if available, banding date and a detailed payment history



Continuation of Care Cases

- Transition from another SFC Provider:
- This is only allowed and/or considered for extreme extenuating circumstances
 - Requests for continuation of care must include:
 - A completed Orthodontic Continuation of Care Form.
 - A completed ADA claim form listing the services to be rendered.
 - A copy of the member's prior approval, including:
 - ✓ Total approved case fee and including the approval letter
 - ✓ Banding fee
 - ✓ Orthodontic treatment fees
 - ✓ Photos, etc from your office
 - ✓ Detailed Payment structure



Denied Cases – Payment for Records

Payment of records for cases that are denied is limited to one payment per member within a 6 month period. Payment of records for cases that are denied will need to be submitted on an ADA claim form with the date the records were taken (Code D8660) and refer to denied authorization number.

 Submit for the records payment (Code D8660) on denied cases.



Denied Cases – Payment for Records

- Payment of the pre-orthodontic visit (code D8660), includes:
 - Treatment Plan
 - Diagnostic Models
 - Radiographs and/or photos
 - Records
- Continuation of Care cases that are denied are not reimbursed for records.



Denied Cases – Payment for Records

• In cases where the member has been approved for Comprehensive Orthodontic benefits, and the parent/guardian decides not to have the child begin treatment at the time of the approval or any time in the near future, the provider may bill for records to include: treatment plan, radiographs, models, photos, etc. using D8999 and explaining the situation on the claim (Box 35) for payment. The reimbursement for these records is the same as D8660.

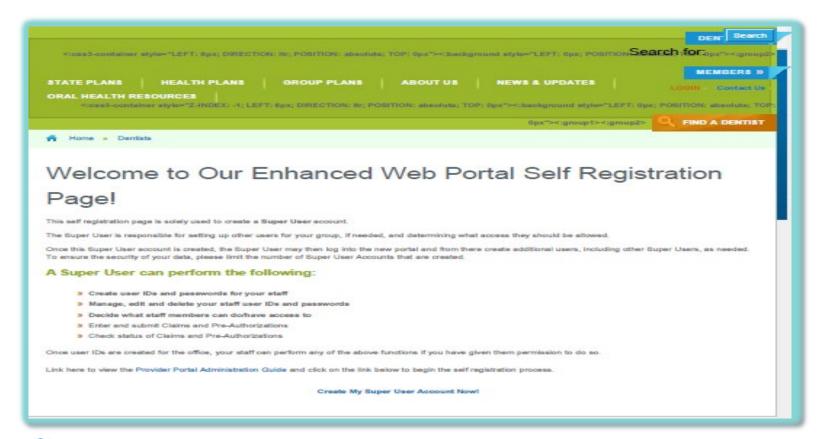


PROVIDER WEB PORTAL



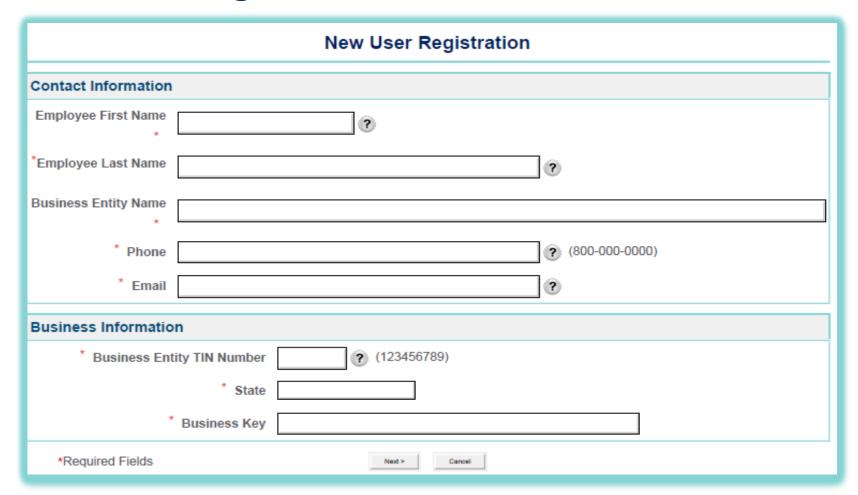
Provider Web Portal and Self Registration

http://www.dentaquest.com/dentists/self-registration-page/





New User Registration





Create User Account

DentaQuest								
Create User Account Your information matches our records. You can now create a user account. User ID should be between 3-18 characters; Example: jsmith Password should be between 8-16 characters and contain a least 1 upper, 1 lower, 1 number and/or special character. Example: passWord123 Please remember the User ID and Password that you just created. You will need this to login.								
Enter User Information								
* User Last Name	Smith							
* User First Name	John							
User Middle Name								
* User ID	Jsmith	②						
* New Password	•••••	(?)						
* Confirm New Password	•••••	•						
* Security Question	What is your favori	te childhood stuffed animal	? •					
* Security Answer	Casper	•						
* Email	Jsmith@mail.com		•					
*Required Fields	< Back Sub	mit Cancel						
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	Copyright © 201	11 DentaQuest						



Provider Web Portal Key

- Portal Menus The Administration, Claims/Pre-Authorizations, Patient, and Tools menus are displayed along the left side of the Client portal.
- Welcome This section contains the DentaQuest welcome message.
- 3. Health news This section contains information and news articles of interest. You can access the news articles by clicking on their respective links.
- 4. My Health Tools/Resources This section contains links to various health resources.
- 5. Contact This section contains DentaQuest's contact information.

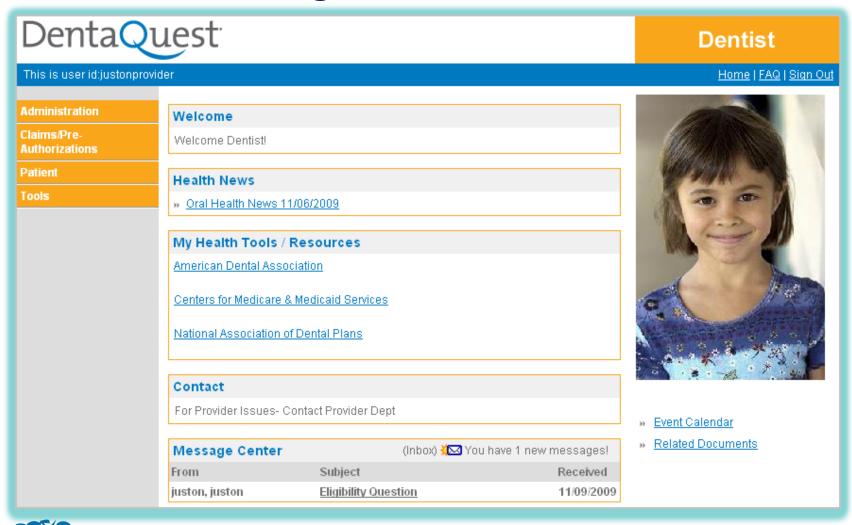


Provider Web Portal Key

- Message Center This section contains secure messages sent to you from DentaQuest. NOTE: The Message Center only appears on your Home page if there are messages in your Inbox.
- 7. FAQ This link opens the View FAQ page where you can view frequently asked questions.
- 8. Event Calendar This link opens the Event Calendar.
- 9. Related Documents This link opens the Document List page. Examples-ORM, Web Portal Training Guide.



Provider Home Page





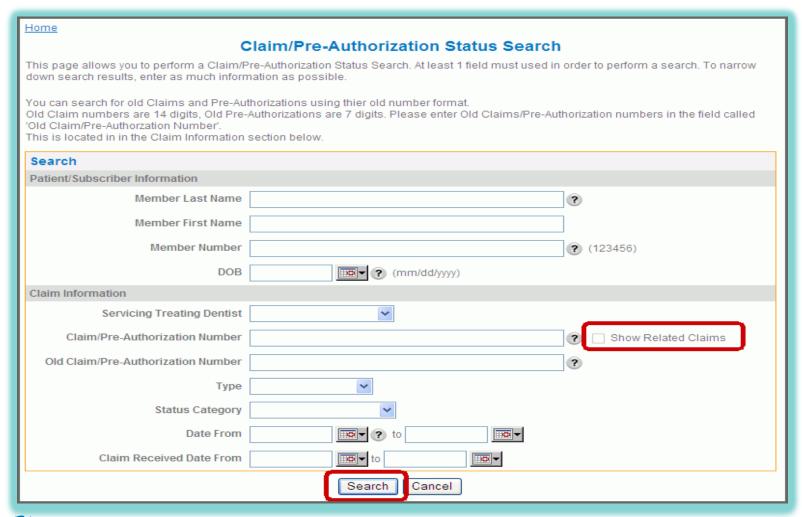
Claim/Prior Authorization Menu Status

- Enter at least one search Criteria:
- Member 12 digit Subscriber id number
- Member first name
- Member last name
- Member's date of birth
- Select the dentist from the Servicing Treating Dentist drop-down list
- Claim/pre-authorization number field





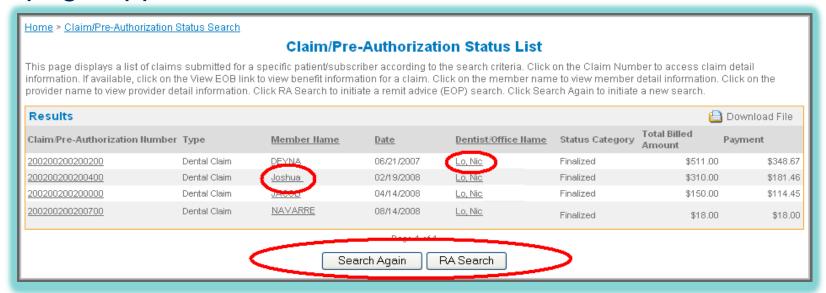
Claim/Prior Authorization Menu Status





Claim Status Detail List

Find the claim/pre-authorization status you want to view. In the Results section on the Claim/Pre-Authorization Status List page, click the Claim/Pre-Authorization Number link for the claim/pre-authorization status you wish to view. The Claim/Pre-Authorization Status Detail page appears.





Claim Status Detail

- Member Information contains information about the patient
- Servicing Dentist Information contains information about the serving dentist
- Claim/Pre-Authorization Information contains information about the claim/pre-authorization
- COB Information-contain information about Coordination of Benefits, if available
- Service Line Information-contains information for each procedure code submitted
- Processing Policies-contains information on any applicable processing policies for the claim/pre-authorization
- File Attachments-lists any files that have been attached to the claim/pre-authorization



Claim Status Detail View

	Claim/Pre-Authorization Status Detail	
This page displays the selected claim's		
Member Information	🖰 Printer Frie	ndly Format
Member Name		
Member Number	r 000000000000	
DOE	8 08/08/2001	
Plar	n. New Mexico Medicaid Children	
Servicing Dentist Information		
	e Lo, Nic (555555555)	
Service Office		
	s Bury Inc (555555555)	
Claim/Pre-Authorization Informa Claim/Pre-Authorization Number		
	e Dental Claim	
Status Category		
	e 02/02/2008	
Office Ref		
	S Office	
Referral #		
Total Billed Amount		
	(a. \$181.46	
Claim Received Date		
Check Issue Or Eft Date		
Check Or Eft Trace Number		
Final Decision Date		
Note		
COB Information		
Other Payer Last Name F	First Name Other Subscriber ID Other Subscriber DOB G	roup No
Service Line Information	cedure	
Counter Date Cod		Payment
1 02/19/2008 - D15 ²	15 1 \$31	0.00 \$181.46
Processing Policies		
Code Description	n en	
1042 Duplicate Se	ervice	
File Attachments		
Line Counter	File Type File Name Upload Date	
	No results found.	
l'		

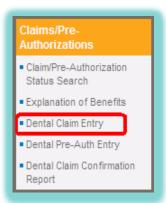


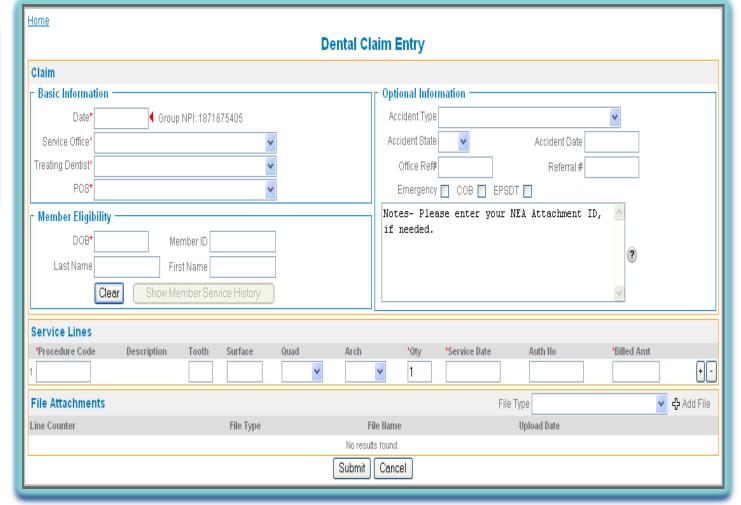
Dental Claim Entry

- Basic Information enter the basic office information for the claim in this section.
- Member Eligibility enter member information in this section
- Service Lines enter the services related to the claim in this section File Attachments – attach any files you need for the claim in this section.
- Optional information you can select the COB option, EPSDT option, Emergency option, enter optional accident information, and enter your NEA Attachment ID (if you are using the NEA to submit an attachment with this claim) in this section. A COB section only appears on the page if you select that option.



Dental Claim Entry Page







Add File to claim/Pre-Authorization

- Select the type of report you are attaching from the Report Type drop-down list
- Accepted File Types (attachments)
 - Word document (.doc)
 - PowerPoint files (.ppt)
 - Excel files (.xls) Comma-separated values files (.csv)
 - Text file (.txt and .rtf)
 - Images (.gif, .jpg, .jpeg, .png and .bmp)
 - Zipped files (.zip)
 - HTML files (.htm and .html)
 - PDF files (.pdf)
 - XML files
 - Orthocad files (.3dm)





Dental Claim Confirmation Report

- Allows you to open view and all claims/auths for the <u>day</u> only
- The report must be run at the COB daily (you can save it or print it)
- Leave the type blank to view all the claims/auth or narrow your search using the drop down selection of your choice

Home	Home The Control of t												
Claim/Pre-Auth Entry Confirmation Report													
Sear	ch												
	Service Off	ice Bury Inc	~										
	Treating Dent	tist Llovd	~										
		/pe Dental Cla	aim 💙										
	Report Sort Ore	der Member L	ast Name 💌										
					Search								
Resu	ilts						🛅 Down	load File 🚭 Printer Fri	endly Format				
Dental	Claim												
	er Number 200000000	Member Name	·	DOB 12/12/2002	2	Submitted Eligibi Member Eligible	lity Status						
Claim/l	Pre-Authorization Number	Entered Date		Plan		Merriber English							
	0200200500 t Name	12/17/2009 Service Office	Location	POS	o Medicaid Children	Office Ref#	R	eferral#					
Lloyd Note		800 MBIVd		Office		66666							
Note													
	Code		Service Date	Qty	Tooth/Quad/Arch	Surfaces	Auth No	Bill Amt	COB Amt				
3	D0140 limited oral evaluation			1.0	1.1			\$29.85	\$.00				
5	D7140 extraction - erupted or		02/02/2009	1.0	G/ /			\$67.76	\$.00				
1	D9230 analgesia, anxiolysis, nitrous oxide	irinalation of	02/02/2009	1.0	1.1			\$27.57	\$.00				
2	D0220 intraoral-periapical-1s		02/02/2009	1.0	1.1			\$11.48	\$.00				
4	D7140 extraction - erupted or	exposed root	02/02/2009	1.0	F/ /			\$67.76	\$.00				
								\$204.42	\$.00				

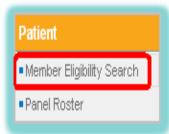


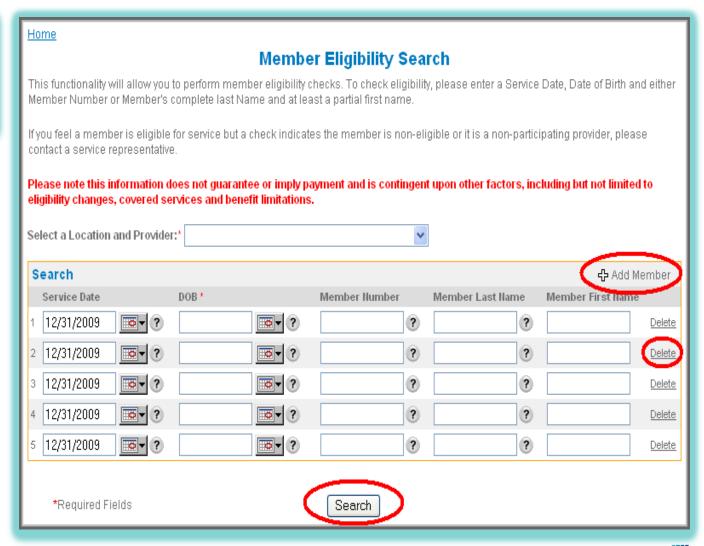
Member Eligibility Search

- Select a valid service office and dentist combination from the Select a Location and Provider drop-down list.
- Enter the member (s) for whom you want to perform an eligibility search: NOTE: All required fields are marked with a red asterisk (*).
 - Enter the service date or select it from the pop-up calendar in the Service Date field.
 - Enter the DOB (date of birth) or select it from the pop-up calendar in the DOB field.
 - You must include either the member number OR the member's last name and part of the first name:
 - Repeat this step for each member you are searching.



Member Eligibility Search View

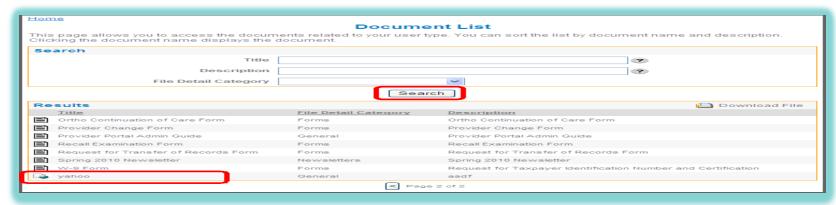






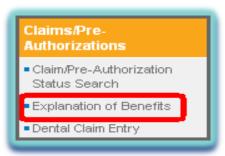
Related Documents

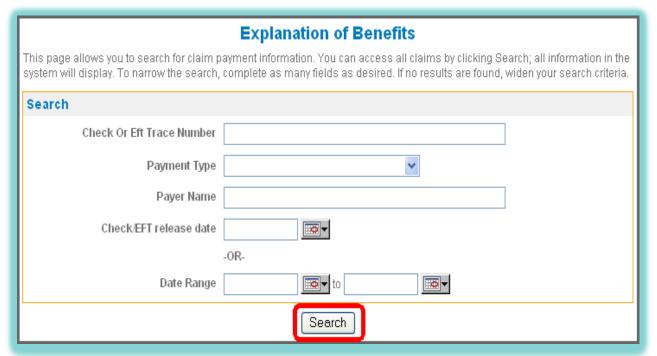
Smiles For Children



- Click the Related Documents link in the lower-right corner of your Home page to display the Document List page. This list contains any provider documents or URL that DentaQuest has posted.
- To search for a document, enter the Title or Description, select a file type from the File Detail Category drop-down list, and then click the Search button.
- To download and display a document or open a URL link, click the title for that document or link.

Explanation of Benefits- View







Explanation of Benefits-

- Select the Claims/Pre-Authorizations Explanation of Benefits menu item from the Provider Menus on the left side of the screen.
- Enter the search criteria you have into the appropriate fields: NOTE: There is no mandatory information, the search finds the Explanation of Benefits (EOB) related to the information you enter.
- Type the check or EFT trace number into the Check or Eft Trace Number field.
- Select the payment type from the Payment Type dropdown list.



Explanation of Benefits-Continued

- Enter the payer in the Payer Name field.
- Enter a Check/EFT release date or date range to narrow down the search results: Type the Check/EFT release date into the Check/EFT Release Date field or select it from the pop-up calendar. OR Enter a Check/EFT date range (From and To dates) in the Date Range fields (or select the dates from the pop-up calendars).



Explanation of Benefits-Continued

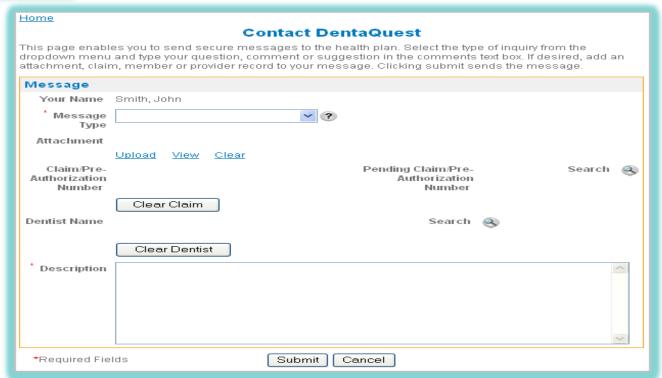
 To view an EOB and see what claims are included, click the Check or EFT Trace Number link for that EOB. A PDF file opens for the EOB.

Results					립 Download File
Check Or Eft Trace Number	Payer Name	Payee Name	Check/EFT release date	Payment Type	Payment Amount
0200202117	DentaQuest of New Mexico, LLC	Bury Inc	06/24/2009	Check	\$508.18
0200202445	DentaQuest of New Mexico, LLC	Bury Inc	06/24/2009	Check	\$473.11
0200202559	DentaQuest of New Mexico, LLC	Bury Inc	06/24/2009	Automated Clearing House (ACH)	\$2,366.48
0200202011	DentaQuest of New Mexico, LLC	Bury Inc	07/10/2009	Automated Clearing House (ACH)	\$595.31
0200202905	DentaQuest of New Mexico, LLC	Bury Inc	07/24/2009	Check	\$212.38
0200202863	DentaQuest of New Mexico, LLC	Bury Inc	08/05/2009	Automated Clearing House (ACH)	\$5,264.75



Contacting DentaQuest via PWP-View







Contacting DentaQuest via PWP

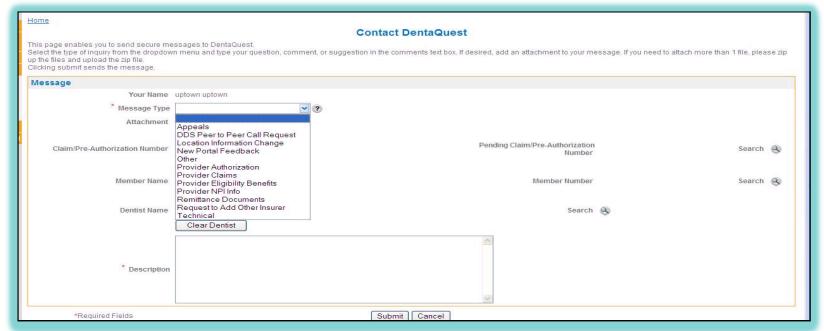
Message Types

- Provider Authorization Use this message type to send any provider authorization issues to DentaQuest.
- Provider Claims Use this message type to send any claim issues to DentaQuest.
- Remittance Documents Use this message type to send any EOB issues or documents to DentaQuest.
- Request to Add Other Insurer Use this message type to send COB/TPL information about an insurer to DentaQuest.
- Provider Eligibility Benefits Use this message type to send any member eligibility issues to DentaQuest.



Appeals Requests Via PWP-View







Appeals Requests Via PWP-

- Select the type of inquiry you want to make from the Message Type drop-down list
- Type your question or comment in the Description text box
- You can add an attachment, a claim/pre-authorization, a member or a provider record to your message
- To add an attachment:
 - Click the Upload link in the Attachment section
 - In the Upload Attachment page that appears, click Browse and upload your file



Provider Appeals Process

- Providers may appeal any adverse UM or claims decision DentaQuest has made to deny, reduce, terminate, delay or suspend covered dental services.
- The appeal must be in writing and <u>submitted to DentaQuest</u> within 30 calendar days from the date of the denial.
- The Notice of Appeal must include:
 - ✓ Nature and rationale of the disagreement
 - √ Supporting information
- DentaQuest will render a decision regarding the appeal within 30 days from receipt of the appeal request and notify the provider in writing of the outcome.



Appeal Form

DentaQuest Provider Appeal Form

DentaQuest Attn: Complaints & Grievances PO Box 2906 Milwaukee, WI 53201-2906
Member Name:
Member Identification Number:
Date of Service:
Date EOB was received:
Authorization Number:
Date Authorization was received:
Provider Name:
Location Number:
Office Contact:
Office Phone Number:
Reason for Appeal:
Outcome office is requesting:



Provider Appeals Process-Continued

- <u>After completion</u> of the DentaQuest appeals process, providers may appeal to the DMAS Appeals Division:
 - The appeal must be in writing and <u>submitted to DMAS</u> within 30 calendar days from the final appeal letter from <u>DentaQuest</u>. Appeals to DMAS must be sent to the following address:

Director/Appeals Division
Department of Medical Assistance Services
600 East Broad Street
Suite 1300
Richmond, VA 23219

▶ Appeals not filed within 30 days of receipt of the appeal decision will be dismissed.



ADDITIONAL RESOURCES LINKS AND CONTACTS



DentaQuest Links

- Website: http://www.dentaquest.com/
- Blog: <u>http://oralhealthmatters.blogspot.com/</u>
- Facebook: http://www.facebook.com/dentaquest
- LinkedIn: http://www.linkedin.com/company/dentaquest
- Twitter: https://twitter.com/dentaquest
- Kids Corner: http://www.dentaquest.com/KidsKorner
- Provider Web Portal: https://govservices.dentaquest.com/
- AppCentral: <u>www.dentaquest.com/dentists</u>
- Recredentialing via AppCentral: <u>http://dentaquest.com/dentists/recredentialing/</u>

DMAS Website-SFC Program Link

http://dmasva.dmas.virginia.gov/#/dentalservices





Region	Rep Name	Assigned Counties	
Central	Bridget Hengle	Green Counties (23) Amelia, Brunswick, Buckingham, Charles City, Charlotte, Chesterfield, Cumberland, Dinwiddie, Goochland, Greensville, Halifax, Hanover, Henrico, Lunenburg, Mecklenburg, New Kent, Nottoway, Powhatan, Prince Edward, Prince George, Richmond, Surry, Sussex	
Eastern	Bridget Hengle	Red Counties (20) Accomack, Chesapeake, Essex, Gloucester, Hampton, Isle of Wight, James City, King and Queen, King William, Lancaster, Mathews, Middlesex, Newport News, Northampton, Northumberland, Southampton, Suffolk, Virginia Beach, Westmoreland, York	
Northern	Waradah Eargle	Pink Counties (4) Arlington, Fairfax, Loudoun, Prince William	
Northwest	Waradah Eargle	Purple Counties(22) Albemarle, Augusta,, Caroline, Clarke, Culpeper, Fauquier, Fluvanna, Frederick, Greene, Highland, King George, Louisa, Madison, Nelson, Orange, Page, Rappahannock, Rockbridge,, Shenandoah, Spotsylvania, Stafford, Warren (including DC and MD)	
Southwest	Melanie King	Blue Counties (36) Alleghany, Amherst, Appomattox, Bath, Bedford, Bland, Botetourt, Buchanan, Campbell, Carroll, Craig, Danville, Dickenson, Floyd, Franklin, Giles, Grayson, Henry, Lee, Montgomery, Patrick, Pittsylvania, Pulaski, Roanoke, Rockingham, Russell, Scott, Smyth, Tazewell, Washington, Wise, Wythe (including TN, NC, KY and WVA)	

Buchana

Russell

Washington

Dickenson

Scott

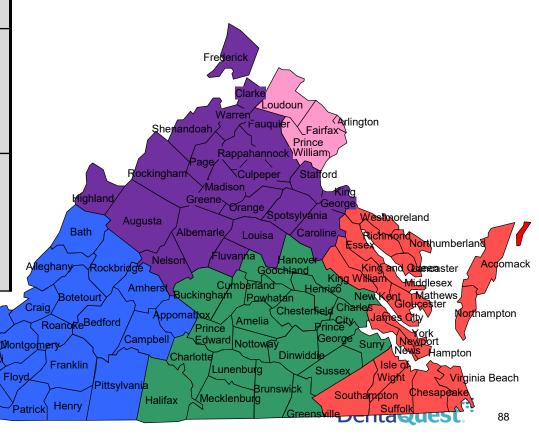
Smyth

Wythe

Grayson

Pulaski

VA Provider Partners County Assignments





Virginia Provider Partners Contact Information

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