

HEALTH PARTNERS-DENTAL ACCESS CO.

Dental Availment Procedures: For Corporate and Individual Accounts

Step 1

Presentation of **HPDAC** card for Direct accounts.

(Procedure for the patient indicated at the back of the card in addition to the standard dental (extraction/temp.fillings/ consult, etc.)

Please mark the used dental procedure at the back of the card

Presentation of **Maxicare** card- Look for the Dental Clinics located at the back Health Partners/ Dental Access should reflect on their cards

Presentation of **Health Maintenance Inc.** Membership Card. Look for the DSU (Dental Service Unit) if HP- Dental Access Co. is printed

Presentation of **MEDSERV** card together with the HPDAC card

(Procedure for the patient indicated at the back of the card in addition to the standard dental (extraction/temporary fillings/ consult, etc.)

Please mark the used dental procedure at the back of the card

Step 2

Verify first to your list if the company is assigned to HP-DENTAL ACCESS CO.

Step 3

If it is not included in your list or you are in doubt of coverage please call HP-DENTAL ACCESS CO. office for verification before doing a procedure or denial of services (for long distance-call collect).

Step 4

If yes, fill up the first part of the dental consultation form, do not fill the space for approval code no.

(policy no, name and termination date can be found at the front of the card) .

List of covered procedures are stipulated in the conforme/contract.

A list of companies will be forwarded to your office of which can avail of permanent fillings or other services.

Step 5

After the procedure, list the covered services rendered with the corresponding cost.

Please mark the accomplished procedure at the back of Health Partners card for Medserv and direct accounts only

Step 6

To facilitate the validity of the claim have the dentist and patient sign the form.

Step 7

Procedures beyond the company's coverage will be to the patient's account.

Step 8

All claims can be forwarded to the office of Health Partners for billing and payment within 30 days upon receipt after processing.

Breakdown of the Dental Consultation Forms are as follows:

- **White will be forwarded to Health Partners office for billing**
- **Pink form- dentist copy**

Be sure to submit the Monthly Dental Utilization Report together with the Dental Consultation Form when billing. If possible, you can also summarize and forward all services rendered so that you can have a copy of the total cost to be billed. As much as possible we do not want the patient to pay any amount especially if the procedure is covered.

Repeat step 1 to 6 for every patient