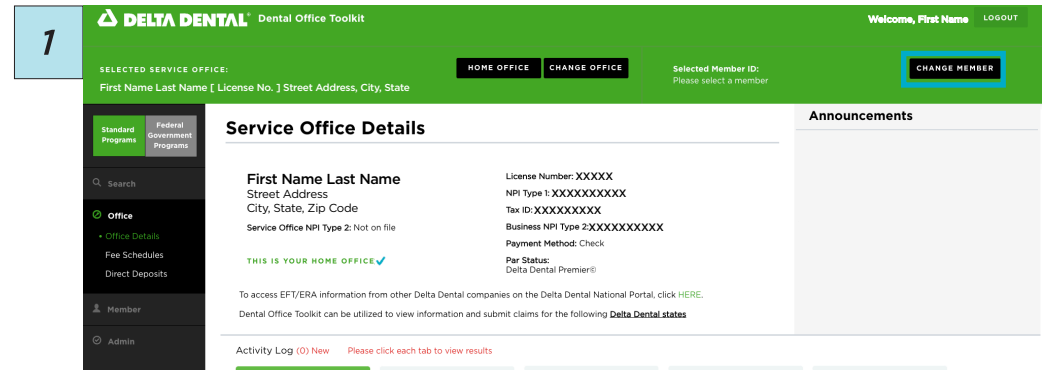


Dental Office Toolkit (DOT) Quick Guide

How to search contractual allowable amounts

1. On the DOT home screen, click **Change Member**.

Image 1

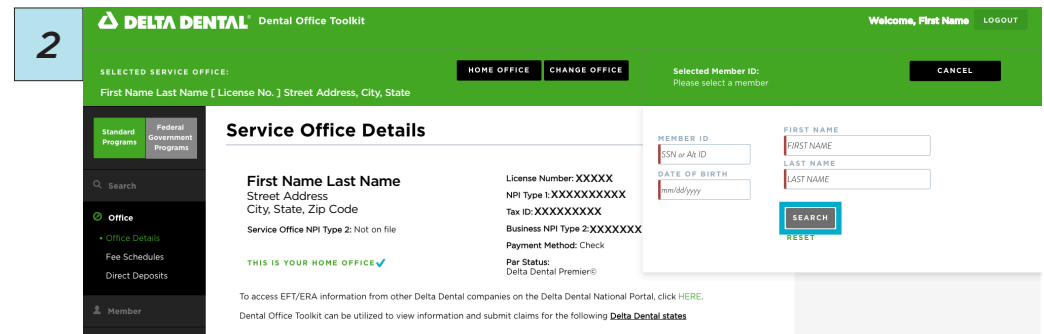


2. Enter the following subscriber information:

- Delta Dental Member ID or SSN
- Date of Birth
- First Name
- Last Name

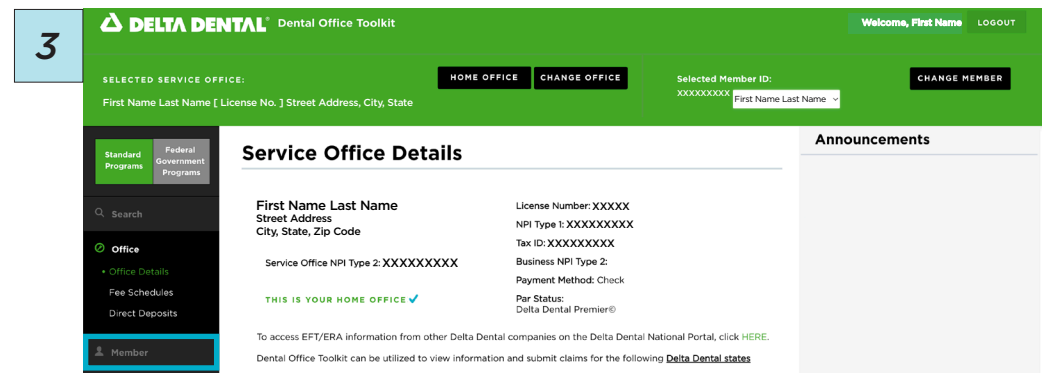
All fields are required. Click **Search**.

Image 2



3. On the left navigation bar, click the **Member** tab.

Image 3



- From the Selected Member drop down menu, select the member or family member.

Your selection will be highlighted in green on the All Family Members table.

Image 4

4 DELTA DENTAL Dental Office Toolkit Welcome, First Name LOGOUT

SELECTED SERVICE OFFICE: HOME OFFICE CHANGE OFFICE

First Name Last Name [License No.] Street Address, City, State Selected XXXXXXXX CHANGE MEMBER

Standard Programs Federal Government Programs

Member Details & Benefits

Member Alternate ID:XXXXXXXX

Patient Name	Birthdate	Relationship	Eligibility	Effective Date
FIRST NAME LAST NAME	MM/DD/YYYY	Subscriber	Active	MM/DD/YYYY
FIRST NAME LAST NAME	MM/DD/YYYY	Dependent	Active	MM/DD/YYYY
FIRST NAME LAST NAME	MM/DD/YYYY	Dependent	Inactive	MM/DD/YYYY
FIRST NAME LAST NAME	MM/DD/YYYY	Dependent	Active	MM/DD/YYYY

- Below the list of family members, click **Fee Search**.

Image 5

5 Search Office Member Member Details & Benefits Enter Claim / Pre-treatment Estimate Family Claims History Processing Policies Admin

Member Alternate ID:XXXXXXXX

Patient Name	Birthdate	Relationship	Eligibility	Effective Date
FIRST NAME LAST NAME	MM/DD/YYYY	Subscriber	Active	MM/DD/YYYY
FIRST NAME LAST NAME	MM/DD/YYYY	Dependent	Active	MM/DD/YYYY
FIRST NAME LAST NAME	MM/DD/YYYY	Dependent	Inactive	MM/DD/YYYY
FIRST NAME LAST NAME	MM/DD/YYYY	Dependent	Active	MM/DD/YYYY
FIRST NAME LAST NAME	MM/DD/YYYY	Dependent	Active	MM/DD/YYYY
FIRST NAME LAST NAME	MM/DD/YYYY	Dependent	Active	MM/DD/YYYY

Fee Search

- Under Fee Search, enter the CDT code(s) to access the fees. You can search for up to 100 CDT codes at a time by using a comma between each procedure code. Click **Submit**.

Image 6

6 Fee Search

Procedure code(s):

Example: d0120,d0140,d0150

Use commas to search for multiple Procedures Codes.

Submit

Note: This Section will give procedure code fees ONLY. It does not take into account patient history and other factors that may impact a patient's eligibility for service. Submitting a pre-treatment estimate is always the best option to obtain the most up-to-date eligibility information.