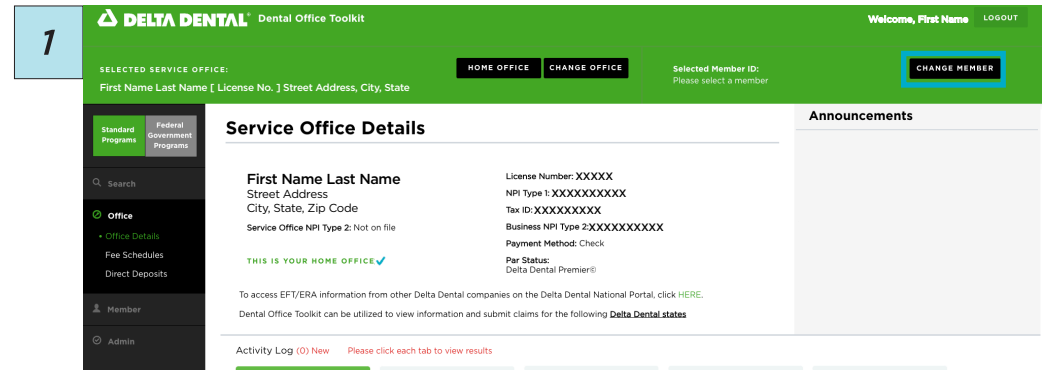**DELTA DENTAL®**

Dental Office Toolkit (DOT) Quick Guide

How to search contractual allowable amounts

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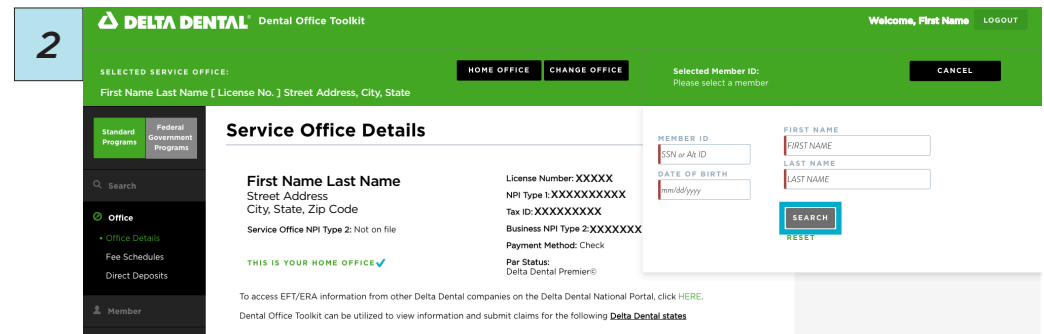
   Image 1

2. Enter the following subscriber information:

   • Delta Dental Member ID or SSN

   • Date of Birth

   • First Name
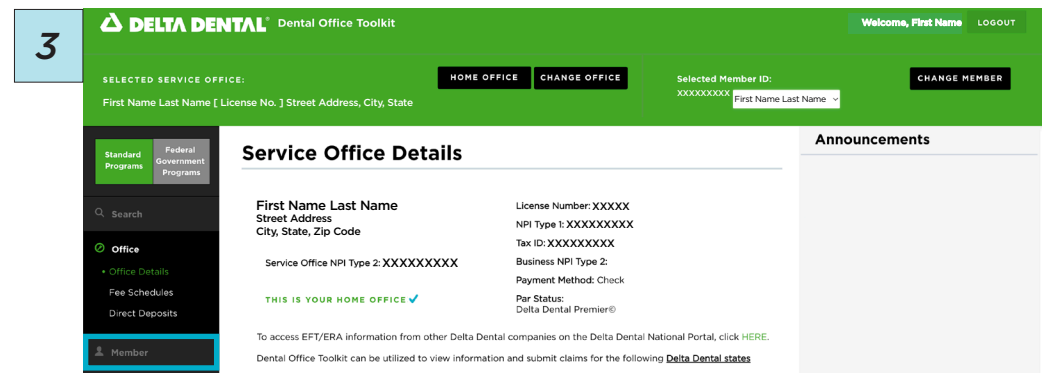
   • Last Name

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

   Image 2

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

   Image 3

4. 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

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

   Image 5

6. 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