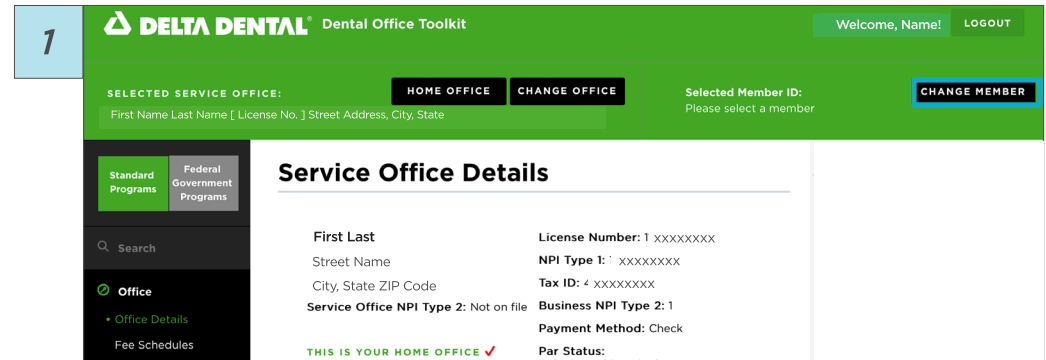**△ DELTA DENTAL®**

Dental Office Toolkit (DOT) Quick Guide

How to search for member and family claims history

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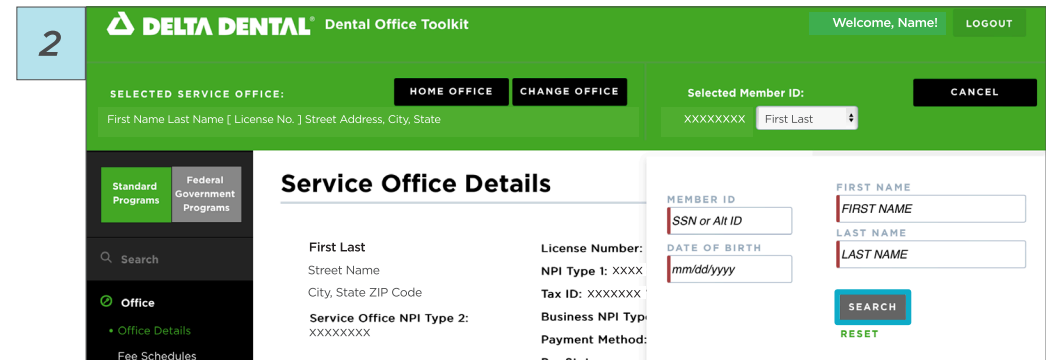
   Image 1

2. Enter the following subscriber information:

   • Delta Dental Member ID or SSN

   • Date of Birth

   • First Name

   • Last Name

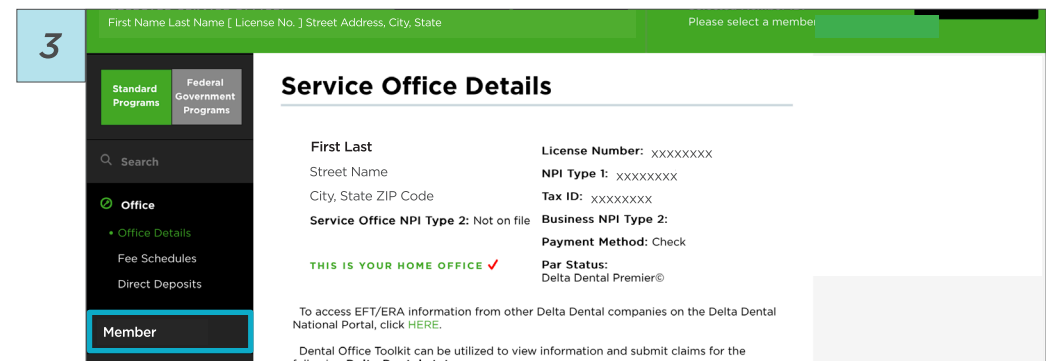   All fields are required. Click **Search**.

   Image 2

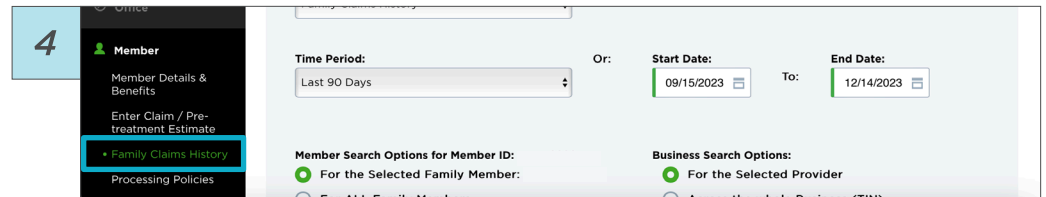On the left navigation bar, click the **Member** tab.

If your Search is for a family member of the subscriber, then from the Selected Member ID drop-down menu, choose the name of the family member the claims search is being performed for.

Image 3

3. Once the Member tab is open, click **Family Claims History**.
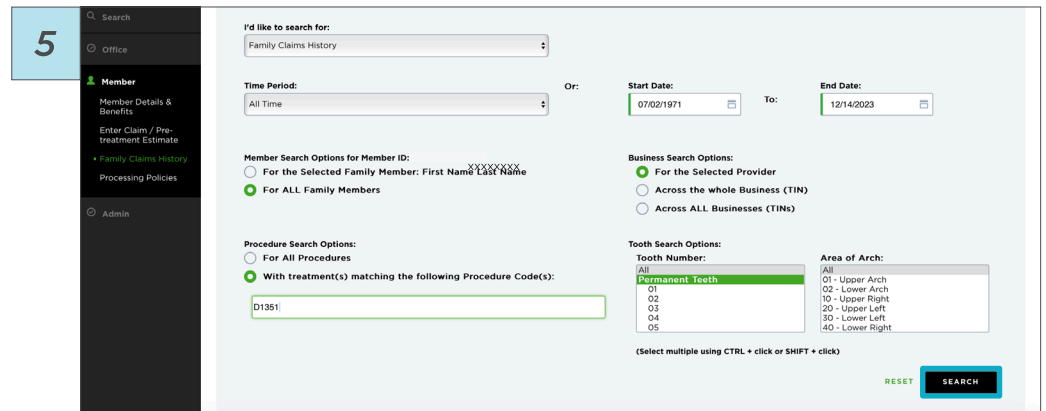
Image 4

4. Fill out the fields for:

   • I'd like to search for

   • Time period or Start Date to End Date

   • Member Search Options — choose to search for the selected family member or all family members

   • Business Search Options — search by selected provider, entire business (TIN), or all businesses within the system

   Click **Search**.

   Image 5

5. From the search results, click the **Claim Number** to view details.

   Image 6

6. To return to full search results, click **Back to Search Results**.

   Image 7