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Dental Office Toolkit (DOT) Quick Guide

How to search for sealant history

- 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



	TAL [®] Dental Office Toolkit			Welcome, Name!	LOGOU
SELECTED SERVICE OFFIC First Name Last Name [Licens	CE: HOME OFFICE e No.] Street Address, City, State	CHANGE OFFICE	Selected Member ID: XXXXXXXX First Last	•	CANCEL
Standard Programs Fograms	Service Office De	etails	MEMBER ID		
			SSN or Alt ID	HHOT WAWE	
Q Search	First Last Street Name	License Number: NPI Type 1: XXXX	SSN or Alt ID DATE OF BIRTH mm/dd/yyyy	LAST NAME LAST NAME	
 Search Office Office Datails 	First Last Street Name City, State ZIP Code Service Office NPI Type 2:	License Number: NPI Type 1: XXXX Tax ID: XXXXXXX Business NPI Type	SSN or Alt ID DATE OF BIRTH mm/dd/yyyy	LAST NAME	

7	First Name Last Name [License No.] Street Address, City, State		Please select a memb	Please select a member	
5	Standard Programs Fograms	Service Office Detail	ls		
	Q Search	First Last Street Name	License Number: XXXXXXXX NPI Type 1: XXXXXXX		
	Ø Office	City, State ZIP Code Service Office NPI Type 2: Not on file	Tax ID: XXXXXXXX Business NPI Type 2:		
	Office Details Fee Schedules	THIS IS YOUR HOME OFFICE 🗸	Payment Method: Check Par Status:		
	Direct Deposits Member	To access EFT/ERA information from other National Portal, click HERE.	Delta Dental Premier® Delta Dental companies on the Delta Dental		
		Dental Office Toolkit can be utilized to view	information and submit claims for the		

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

Image 4

- 5. 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
 - Procedure Search Options
 Select With treatment(s) matching the following
 Procedure Code(s), enter D1351 for sealants

Click Search.

Image 5

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

Image 6

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

Image 7



5	Search Office	Pd like to search for: Family Claims History			
	Member Member Details &	Time Period:	Or:	Start Date:	End Date:
	Benefits Enter Claim / Pre- treatment Estimate				
	Family Claims History Processing Policies	Member Search Options for Member ID: For the Selected Family Member: First Name Last Name		Business Search Options: For the Selected Provider	INI
Ø	Admin			Across ALL Businesses (TINs))
		Procedure Search Options:		Tooth Search Options:	
		For All Procedures		Tooth Number:	Area of Arch:
		With treatment(s) matching the following Procedure Code(s): D1351		All Permanent Teeth 01 02 03 04 05	All Upper Arch 01 - Upper Arch 10 - Upper Right 10 - Upper Right 20 - Upper Left 30 - Lower Left 40 - Lower Right
				(Select multiple using CTRL + click or Si	HIFT + click)
					RESET



