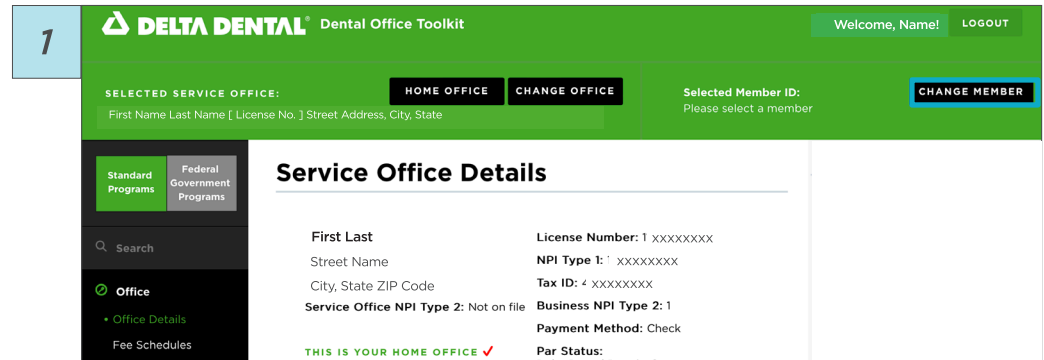**DELTA DENTAL®**

# Dental Office Toolkit (DOT) Quick Guide

## How to search for sealant history

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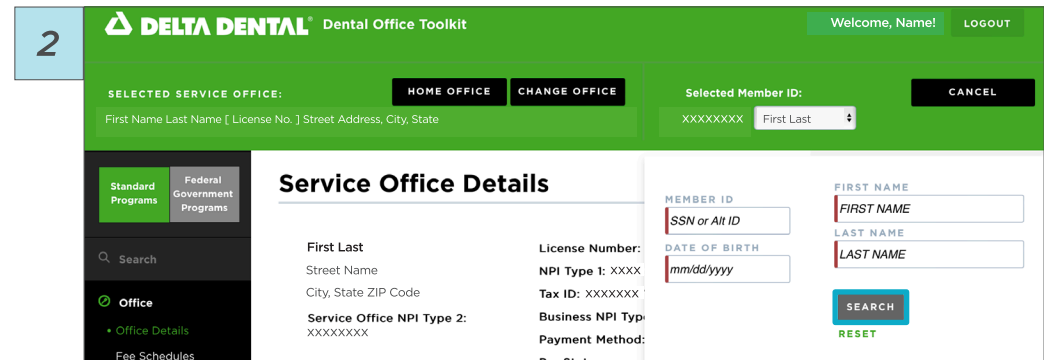
   *Image 1*

2. Enter the following subscriber information:

   • Delta Dental Member ID or SSN

   • Date of Birth

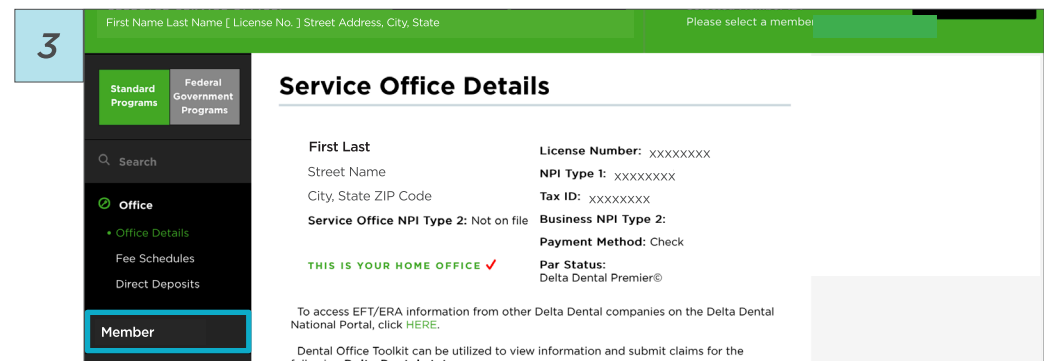   • First Name

   • Last Name

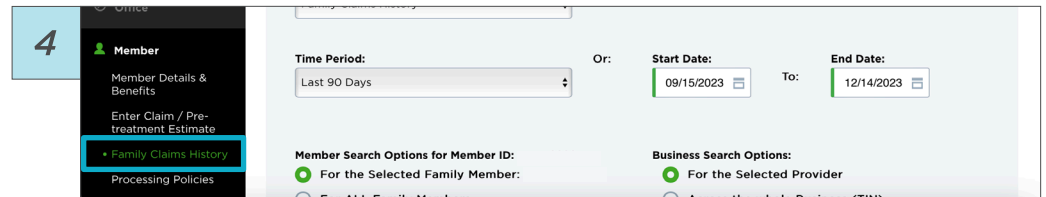   All fields are required. Click **Search**.

   *Image 2*

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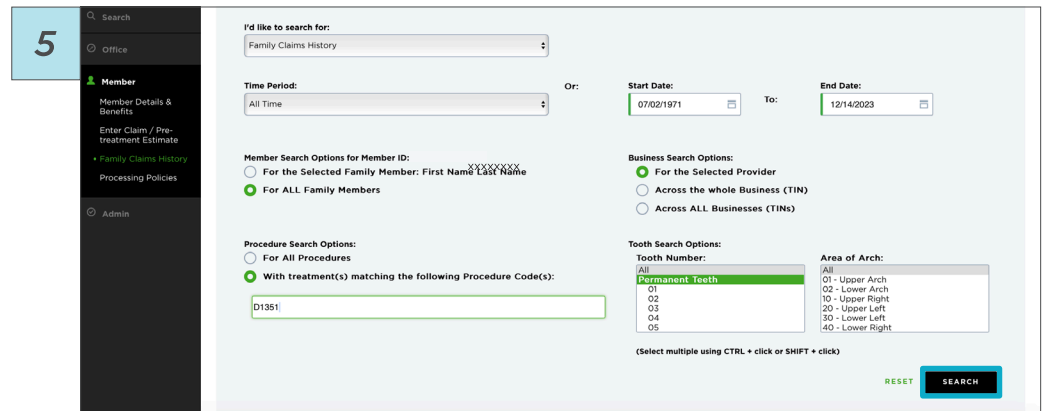
   *Image 3*

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 Procdedure Code(s)**, enter **D1351** for sealants
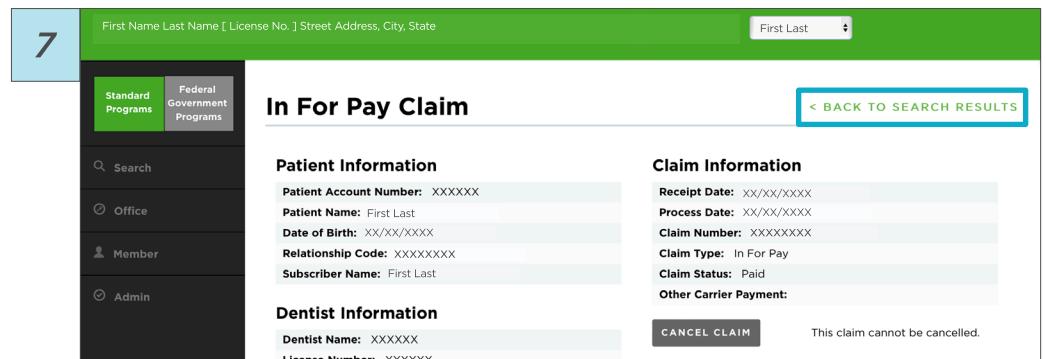
   Click **Search**.

   *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*