



Dental Quick Start Guide

Submit a claim

Claim Entry

Patient Eligibility and Provider Information

Patient Information

Subscriber ID:
 First Name:
 Last Name:
 Date of Birth:
 Date of Service:

Provider Information

Location:
 Provider:
 Provider Specialty:
 Place of Service:

is eligible for services on 02/02/2023 from at [Verify Eligibility](#)
[View Patient Service History](#)

Diagnosis Codes

Code Type: ICD-10
 Diag A:
 Diag B:
 Diag C:
 Diag D:

Ancillary Information

Missing Teeth

Services

Code	Description	Surfaces					DiagPtr				Qty	Auth Number	Service Date	Billed Amt.
		Tooth	1	2	3	4	5	1	2	3				
1 D1110	Prophylaxis - Adult										1		02/02/2023	100.00
2														
3														
4														
5														
6														
7														
8														
9														
10														

[Clear Selected Service](#) [Clear All Services](#)

Office Reference Number: Referral Number:

Other Fees: \$
 Total Billed: \$ 100.00

Other Coverage

Attached Documents (0)

[Attach Document\(s\)](#) Maximum file size: 10.1 Megabytes. Allowed file types: doc, docx, gif, jpg, jpeg, ods, pdf, png, ppt, tiff, txt, xls, xlsx, zip

There are currently no documents attached to this claim.

Remarks

[Clear All](#) [View Estimate](#) [Submit Claim](#)

1

From the portal, go to Submit Claim and fill out patient and provider information.

2

Check eligibility and patient service history.

3

Enter procedure codes and ancillary information.

4

Upload attachments, like X-rays, needed to process the claim.

5

Review everything is accurate and submit the claim.

Tip:

On the Dashboard, you may correct a claim once the status is Processed.

Dashboard

Select a tile to update results.

Location: Provider: [Clear Filters](#)

[What does the claim status mean?](#)

Received	In Process	Processed (last 30 days)
0 Claims	0 Claims	4 Claims

Encounter ID	Patient Name	DOB	Provider Name	Date of Service	Date Paid	Claim Status
12345	Jane Doe	02/25/1954	Dr. John	01/13/2023	02/15/2023	Processed
12346	Jayne Doe	04/15/1968	Dr. Bob	02/17/2023	02/27/2023	Processed
12347	John Doe	07/02/1958	Dr. Jane	05/26/2023	05/31/2023	Processed
12348	Jane R Doe	01/01/1972	Dr. John	03/18/2023	04/21/2023	Processed

4 Records Returned [Search Historical Claims](#)

Save time every time by submitting and updating claims online on the dental provider portal.

Our network is utilized by more than 800,000 insured members and supports plans offered by Unum Dental, Colonial Life Dental and Starmount Dental.

Need more help? Contact the call center at 888-400-9304.