



## HOW TO FILE YOUR DENTAL CLAIM

### A PRE-TREATMENT ESTIMATE MAY BE FILED IF YOU DESIRE.

1. Employee must complete numbers 1 to 15 on Attending Dentist's Statement, sign and date form.
2. Dentist must put an "X" in the "Dentist's Pre-Treatment Estimate" box and complete numbers 16 to 32 indicating his/her usual charges.
3. Employee or Dentist submits completed form to Group Marketing Services, Inc.
4. After review, the Insurer will notify the Dentist of the Pre-Treatment Estimate benefits based on the proposed course of treatment.
5. When treatment is completed, the Dentist should complete "Date Service Performed" section on the estimate benefit copy received, sign and date and re-submit to Group Marketing Services, Inc. Benefits due on the completed treatment will then be considered.

The purpose of a Pre-Treatment Estimate is to avoid any misunderstanding between the Patient, Dentist, and Insurer on benefits available.

In order to expedite the Pre-Treatment Estimate and/or final payment, it is necessary that available X-rays be submitted when the course of treatment includes periodontal services, gold restorations, crowns, or bridgework. X-rays may also be requested for other services. Failure to submit X-rays will delay processing of the Pre-Treatment Estimate and/or claim.

### **--X-RAYS WILL BE RETURNED TO THE DENTIST PROMPTLY--**

Routine oral exams, scaling and cleaning, fluoride treatments, X-rays and emergency treatment may be performed prior to the submission of the Pre-Treatment Estimate.

### CLAIMS PROCEDURE

1. Employee must complete number 1 to 15, sign and date.
2. Dentist must complete numbers 16 to 32 after services are provided, sign and date.
3. Completed form is to be submitted to Group Marketing Services, Inc.

**--PLEASE BE SURE TO COMPLETE ALL AREAS OF THE FORM.  
INCOMPLETE INFORMATION WILL DELAY THE PROCESSING OF YOUR CLAIM.--**

If you have questions about your claim, please contact:



**GroupMarketing  
Services, Inc.**

**P.O. Box 19040  
Kalamazoo, MI 49019-0040  
(616) 343-2611  
(269) 343-2611 After July, 2002.**