

Insurance Verifications & Fee Schedule Training

Fee Schedules

- Setup > Fee Schedules > Fee Schedule Setup
- PPO Type
 - AMB Codes

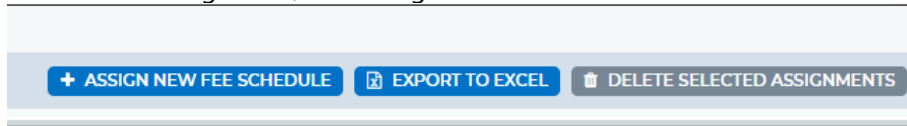
D2391	Resin Composite One Surface Posterior	\$202.97	
D2391A	Resin Composite One Surface Posterior	\$202.97	D2140
 - Attach to Carrier
 - Plan Type: PPO/Indemnity/Discount
- HMO Type
 - Pt copay/Ins Copay
 - Attach to plan
 - Plan Type: Managed Care/Medicaid
- Smart Fee
 - Amount ins pays for a procedure, allows you to balance bill up to Carrier Fees/UCR
 - Attach to plan
 - Plan type indemnity, zero percent's, can add frequencies
- Pt Copay
 - Amount patient pays for a procedure, allows you to balance bill up to Carrier Fees/UCR
 - Attach to plan
 - Plan type indemnity, zero percent's, can add frequencies
- Office Type
 - Usually UCR, can create your own discount fee schedule
 - Attaches to an office or the patient home page

Fee Schedule Attachments

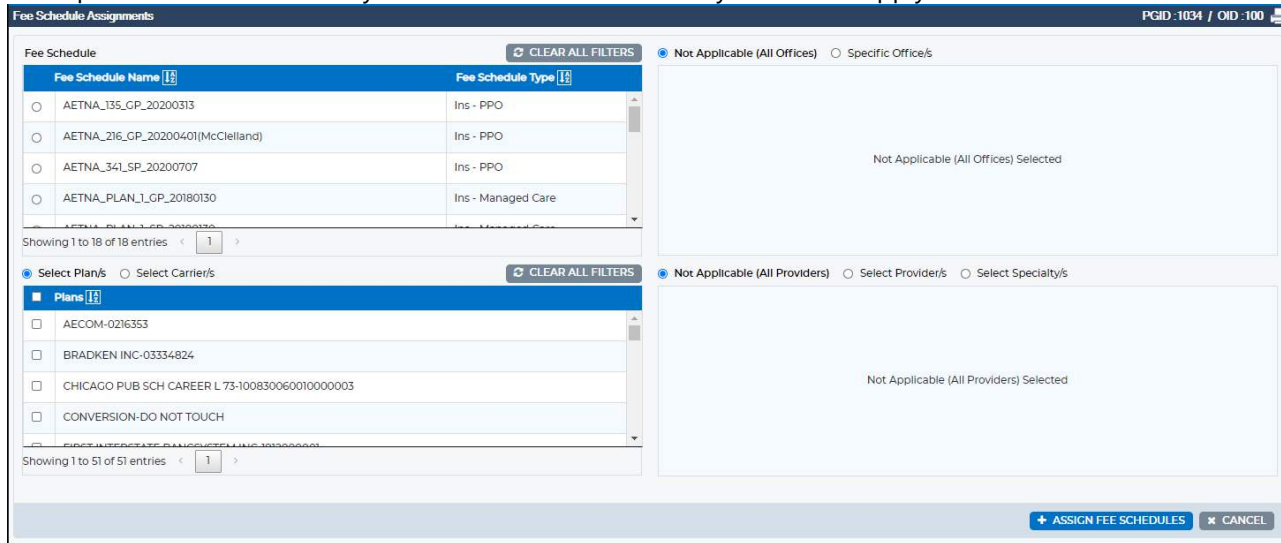
- Minimize number of people that have access to attaching fee schedules!!!
- Setup > Fee Schedules > Fee Schedule Assignments
 - Shows all attachments that currently exist
 - Use the filters at top to perform a more specific search
 - You can export to excel if you have many pages and want to look at them all

Office	Office Group	Carrier	Plan	Specialty	Provider	FeeSchedule	Created By	Created On	Delete
<input type="checkbox"/>			No Employer - AET...			AETNA_PLAN_1_GP...			<input type="checkbox"/>
<input type="checkbox"/>			No Employer - AET...		Cosgrove, Cassand...	AETNA_PLAN_1_SP_2...			<input type="checkbox"/>
<input type="checkbox"/>			No Employer - DEL...			DELTA_GROUP_APP...			<input type="checkbox"/>
<input type="checkbox"/>			No Employer - DEL...			DELTA_GROUP_ORA...			<input type="checkbox"/>
<input type="checkbox"/>			No Employer - ME...			METLIFE_MET100_GP...			<input type="checkbox"/>
<input type="checkbox"/>			No Employer - ME...		Rodriguez, Violeta	METLIFE_MET100_SP...			<input type="checkbox"/>
<input type="checkbox"/>		AETNA (KY) PPO				AETNA_135_GP_2020...			<input type="checkbox"/>
<input type="checkbox"/>		AETNA (KY) PPO			Mcclelland, Bridget	AETNA_216_GP_2020...			<input type="checkbox"/>
<input type="checkbox"/>		AETNA (KY) PPO			Rodriguez, Violeta	AETNA_341_SP_2020...			<input type="checkbox"/>
<input type="checkbox"/>		DELTA DENTAL PLAN...				DELTA_RC25_PPO_2...			<input type="checkbox"/>
<input type="checkbox"/>		GUARDIAN LIFE				DELTA_RC25_PPO_2...			<input type="checkbox"/>
<input type="checkbox"/>	VBS	CIGNA PPO (TN 1880...				DELTA_RC25_PPO_2...			<input type="checkbox"/>

- To create an assignment, click Assign fee schedule



- This opens the window where you tell Denticon what/where you want to apply the fees



Insurance Plan Setup

- Benefit Reset (look up the below verbiage in the help portal to reset benefits.
 - Most insurance plans roll-over benefits at the beginning of the year, on January 1. How can we reset insurance plans so patients have new benefits at the beginning of each year?
- General Fields
 - Plan Tab
 - Dental or Medical*
 - Plan Type* - pay attention to how the plan type functions not just on the name
 - Group No.* - auto search
 - Carrier* - auto search
 - Employer* - auto search
 - Anniversary (Month/Day)*
 - Fees to Print on Claims* - UCR/Actual Fees
 - Claim Options* - Print/Supps only/Do not send
 - Form to Print*
 - Reporting Subtype – not necessary, best to add as you add rather than go back an populate
 - Network Type – not necessary, best to add as you add rather than go back an populate
 - Notice of Authorization(NOA) Only – rarely used, only if you need to send a letter approving payment to the provider with the claim
 - Per Visit Co-Pay – not to be confused with deductible
 - Non Duplicating Benefits – unchecked means standard COB
 - Is Ortho Periodic Billing Required?
 - Effective Date – **DO NOT USE THIS**
 - Term Date – **DO NOT USE THIS**
 - Benefit Tab

- If no ded, enter zero
 - If no max, enter 99999
 - Enter Plan notes – seat date, age range, alternate benefit, ortho information, etc...
- Main Category/Sub Category
- Fees – nothing here, use fee schedule attachment window.
- PPO
 - Choosing carrier automatically adds fees
 - If no ded, enter zero
 - If no max, enter 99999
 - Add frequencies
- HMO
 - ***How do you bill? Set up as Managed Care/indemnity***
 - Fee schedule driven
 - Usually no max or ded but one can be entered
 - Add frequencies
 - Fees need to be attached to the plan

Videos That Can Help

- Check the Denticon Help Portal for any current videos that may help on numerous areas in Denticon.
 - Help>Help Portal>Videos/Search

