



Insurance Verifications & Fee Schedule Training

Fee Schedules

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

| D2391 | Resin Composite One Surface Posterior | \$202.97 | |
|--------|---------------------------------------|----------|-------|
| D2391A | Resin Composite One Surface Posterior | \$202.97 | D2140 |

- o Attach to Carrier
- o Plan Type: PPO/Indemnity/Discount
- HMO Type
 - o Pt copay/Ins Copay
 - o Attach to plan
 - o Plan Type: Managed Care/Medicaid
- Smart Fee
 - o Amount ins pays for a procedure, allows you to balance bill up to Carrier Fees/UCR
 - Attach to plan
 - o Plan type indemnity, zero percent's, can add frequencies
- Pt Copay
 - o Amount patient pays for a procedure, allows you to balance bill up to Carrier Fees/UCR
 - o Attach to plan
 - o 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

| Delete | Created On | Created By | FeeSchedule 12 | Provider 12 | Specialty 12 | Plan 🞼 | Carrier 12 | Office Group | Office 12 | 1 |
|--------|------------|------------|-------------------|---------------------|--------------|--------------------|--------------------|--------------|-----------|----|
| œ | | | AETNA_PLAN_1_GP | | | No Employer - AET | | | | |
| | | | AETNA_PLAN_1_SP_2 | Cosgrove, Cassand | | No Employer - AET | | | | |
| | | | DELTA_GROUP_APP | | | No Employer - DEL | | | | |
| | | | DELTA_GROUP_ORA | | | No Employer - DEL. | | | | 1 |
| | | | METLIFE_MET100_GP | | | No Employer - ME | | | | 0 |
| | | | METLIFE_MET100_SP | Rodriguez, Violeta | | No Employer - ME | | | | |
| | | | AETNA_135_GP_2020 | | | | AETNA (KY) PPO | | | 0 |
| | | | AETNA_216_GP_2020 | Mcclelland, Bridget | | | AETNA (KY) PPO | | |)(|
| | | | AETNA_341_SP_2020 | Rodriguez, Violeta | | | AETNA (KY) PPO | | | |
| | | | DELTA_RC25_PPO_2 | | | | DELTA DENTAL PLAN | | | ÿ. |
| ۵ | | | DELTA_RC25_PPO_2 | | | | GUARDIAN LIFE | | | C, |
| | | | DELTA_RC25_PPO_2 | | | | CIGNA PPO (TN 1880 | | VBS | R. |



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> To create an assignment, click Assign fee schedule

+ ASSIGN NEW FEE SCHEDULE 🔀 EXPORT TO EXCEL 📋 DELETE SELECTED ASSIGNMENTS

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

| e s | chedule | CLEAR ALL FILTERS | Not Applicable (All Offices) |
|-----|--|--------------------|--|
| | Fee Schedule Name 🕼 | Fee Schedule Type | |
| 0 | AETNA_135_GP_20200313 | Ins - PPO | |
| 0 | AETNA_216_GP_20200401(McClelland) | Ins - PPO | |
| 0 | AETNA_341_SP_20200707 | Ins - PPO | Not Applicable (All Offices) Selected |
| 0 | AETNA_PLAN_1_GP_20180130 | Ins - Managed Care | |
| ~ | ACTUA DI ANUA CO 20100270 | day Managed Core | |
| 36 | Plans 12 | CLEAR ALL FILTERS | Not Applicable (All Providers) Select Provider/s Select Specialty/s |
| se. | ect Plan/s () Select Carrier/s | CLEAR ALL FILTERS | Not Applicable (All Providers) Select Provider/s Select Specialty/s |
| | AECOM-0216353 | CLEAR ALL FILTERS | Not Applicable (All Providers) Select Providers Select Specialtys |
| | Plans () Select Carriers Plans [] AECOM-0216353 BRADKEN INC-03334824 | | Not Applicable (All Providers) Select Provider,s Select Specialitys |
| | Plans > Select Carriers Plans } AECOM-0216353 BRADKEN INC-03334824 CHICAGO PUB SCH CAREER L 75-100830060010000003 CHICAGO PUB SCH CAREER L 75-100830060010000003 | | Not Applicable (All Providers) Select Providers Select Providers Select Speciality's Not Applicable (All Providers) Selected |
| | Plans () Select Carriers Plans () AECOM-0216353 BRADKEN INC-03334824 CHICAGO PUB SCH CAREER L 73-100830060010000003 CONVERSION-DO NOT TOUCH | | Not Applicable (All Providers) Select Providers Select Specialitys |
| | Plans () Select Carriers Plans () AECOM-0216353 BRADKEN INC-03334824 CHICAGO PUB SCH CAREER L 73-100830060010000003 CONVERSION-DO NOT TOUCH Plans Antegoristic Advancement Mark Addapated | | Not Applicable (All Providers) Select Providers Select Speciality's Not Applicable (All Providers) Selected |

Insurance Plan Setup

- > Benefit Reset (look up the below verbiage in the help portal to resent 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
 - o 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
 - o Benefit Tab



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- 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
 - o If no ded, enter zero
 - o If no max, enter 99999
 - Add frequencies
- ≻ HMO

o How do you bill? Set up as Managed Care/indemnity

- Fee schedule driven
- Usually no max or ded but one can be entered
- o 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



