Excellus
165 Court Street
Rochester, NY 14647

A nonprofit independent licensee of the BlueCross BlueShield Association

Mail Completed Forms To: **Excellus BlueCross BlueShield**
PO Box 22999
Rochester, NY 14692

Non-Participating

Dental Claim Form

☐ **Pre-Determination of Benefits** ☐ **Statement of Actual Services**

Part I - Subscriber/Patient Information

Subscriber's Full Name

Address

City, State, Zip Code

Is this a new address? ☐ Yes ☐ No

7. Subscriber Identification number (including ID prefix):

8. Is the patient covered by another dental plan?
☐ No (You are declaring that these services are not reimbursable under any other dental plan)
☐ Yes (Please complete the following section and, if appropriate, include your Explanation of Benefits)

Subscriber's Name | Date of Birth

Subscriber Identification Number

Name of Subscriber's Employer

Name of Other Dental Plan

1. Subscriber Birthdate
2. Subscriber Hire Date
3. Patient Name
4. Date of Birth: Mo Day Yr
5. Relationship to Subscriber: Self Husband Wife Son Daughter College Student
6. I have reviewed the treatment plan. I authorize release of any information relating to the claim.

X ______________________ Signed (patient, or parent if minor) ____________ Date

9. For services rendered out-of-area, I hereby authorize payment directly to the below named dentist of the group insurance benefits otherwise payable to me.

X ______________________ Subscriber's signature ____________ Date

Part II - Dentist Information

10. Dentist Name and 11. Mailing Address (city, state, zip)

12. Social Security or T.I.N.

13. License Number

14. Phone Number

15. First visit date, current series: Mo Day Yr

16. Radiographs or models enclosed? ☐ YES ☐ NO

Is treatment result of:	No	Yes	If yes, enter brief description and dates:
17. Occupational illness or injury?			
18. Auto Accident?			
19. Other accident?			
20. Are any services covered by another plan?			If yes, enter name of other plan:
21. Has the patient ever had a previous prosthesis; fixed ☐ or removable ☐ ?			If yes, reason for replacement: / Date of prior placement
22. Is treatment for orthodontics?			If services already commenced enter: Total fee $ / Date appliances placed / Months of treatment remaining

Indicate missing teeth with an "X"

LABIAL
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16
A B C D E F G H I J
LINGUAL
UPPER RIGHT LEFT PRIMARY PERMANENT LOWER
32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17
T S R Q P O N M L K
LINGUAL
LABIAL

Tooth number or letter	Surfaces	Description of service	Date service performed			ADA procedure number	Fee	For Carrier Use Only
Remarks for unusual services						Total fee actually charged		

Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false information, or conceals information concerning any fact material thereto, for the purpose of misleading, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed $5,000 and the stated value of the claim for each violation.

I certify that the procedures as indicated by date, have been completed, personally supervised or rendered by me the attending dentist, that the fees submitted are actual fees I have charged and intended to collect.

Dentist signature: Date:

For assistance in filing your claim, please read the instructions on the back.

INSTRUCTIONS

If dental care is rendered by a dentist who has an agreement with BlueShield, the dentist will have a supply of claim forms in the office, will file claims and will receive payment directly from BlueShield.

If care is rendered by a dentist who does **not** have an agreement with BlueShield, payment for covered services will be made directly to the subscriber. In this case, it is the subscriber's responsibility to make payment arrangements with the dentist.

If the dentist practices outside of the Excellus BlueCross BlueShield operating area and the subscriber wishes direct payment to the dentist, Field 9 on this claim form must be signed and dated by the subscriber.

Pre-Determination of Benefits - A standard component of dental insurance programs is the Pre-Determination of benefits process. By checking the Pre-Determination box at the top of the claim form, and leaving the date of service blank, an estimate of the benefits allowable under the terms of the subscriber's contract can be made before services are rendered. In some cases, not all of the services in the dentist's treatment plan will be covered. **Allowed benefits do not infer disagreement with the treatment plan,** but merely contract limitations. The Pre-Determination is valid for 12 months from the date of issue.

It is the subscriber's responsibility to complete PART I of this claim form.

PART I

KEY TO SUBSCRIBER/PATIENT INFORMATION FIELDS:

Subscriber's Full Name, Address, City, State, Zip Code	REQUIRED (Unless pre-printed)
Field Number and Description:	
1.-2. Subscriber Birthdate/Hire Date	OPTIONAL
3. Patient Name	REQUIRED
4.-5. Patient Date of Birth/Relationship to Subscriber	REQUIRED
6. Patient/Subscriber Signature/Date	OPTIONAL
7. Subscriber Identification Number	REQUIRED
8. Other Insurance Information*	REQUIRED
9. Out-of-Area Payment Authorization	WHEN APPLICABLE

*Coordination of Benefits - It is not unusual to be covered by two insurance policies providing similar benefits. When this is the case, we will coordinate benefit payments with the other carrier. This prevents duplicate payments and overpayments. Field 8 **must** be answered or the claim form will be returned to the subscriber for the information before payment can be made.

PART II

KEY TO DENTIST INFORMATION FIELDS:

Field Number and Description:	
10.-11. Dentist Name/Mailing Address	REQUIRED
12. Social Security or T.I.N.	WHEN APPLICABLE
13. License Number	OPTIONAL
14. Phone Number	OPTIONAL
15. First Visit Date, Current Series	WHEN APPLICABLE
16. Radiographs or Models Enclosed?	WHEN APPLICABLE
17.-19. Is Treatment Result of:	WHEN APPLICABLE
20. Other Plan Coverage?	WHEN APPLICABLE
21. Previous Prosthesis Information	WHEN APPLICABLE
22. Is Treatment for Orthodontics?	WHEN APPLICABLE
- Tooth Number or Letter	WHEN APPLICABLE
- Surfaces	WHEN APPLICABLE
- Description of Service	REQUIRED
- Date Service Performed	WHEN APPLICABLE
- ADA Procedure Number	REQUIRED
- Fee	REQUIRED
- Dentist Signature and Date	REQUIRED

Mail Completed Forms To: Excellus BlueCross BlueShield
PO Box 22999
Rochester, NY 14692

A separate claim form must be completed for each family member. If the claim form is not completed by both the subscriber and the dentist, the required information will be requested. This will delay processing of the claim.
If you need assistance to complete this form or require additional forms. . . .

SUBSCRIBERS and DENTISTS: Please call our Dental Service Representative at: regarding Rochester subscribers, 1-800-724-1675; regarding CNY and CNY Southern Tier subscribers, 1-800-233-0384

TTY FOR THE HEARING IMPAIRED: Rochester 585-454-2845 CNY and CNY Southern Tier 315-448-6764