

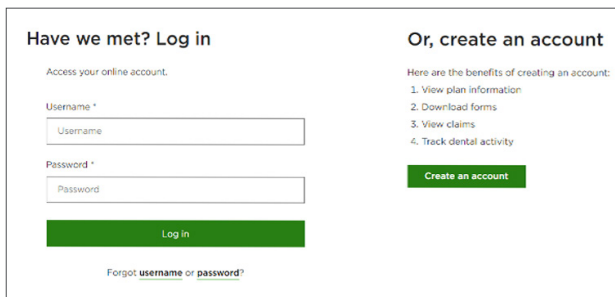
Recredentialing made easy

Now all digital — Verify your information in Provider Tools



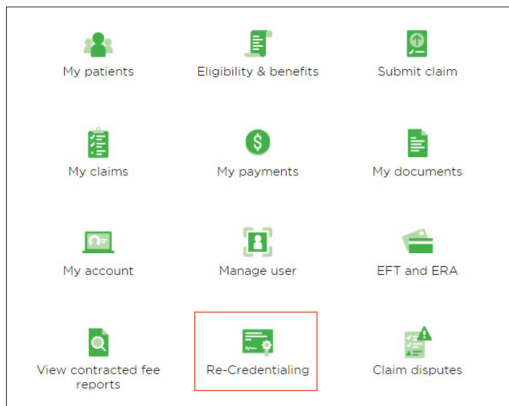
Provider Tools has everything you need to take care of business, all in one convenient place. And it now allows you to get recredentialled online, saving you time so you can focus on your patients. Here's how.

1. Log in to Provider Tools.



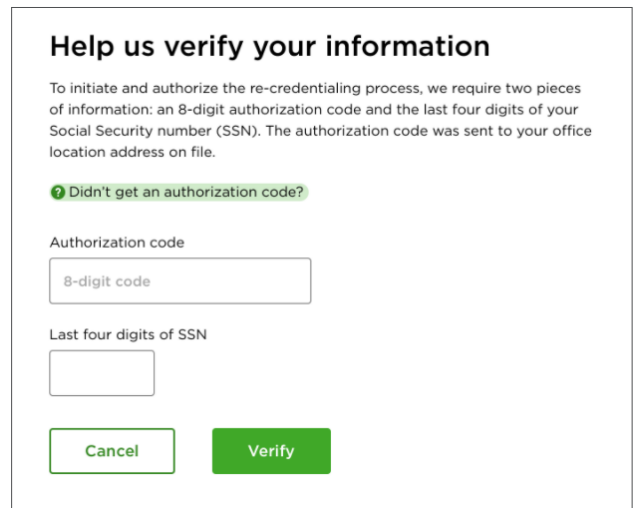
The screenshot shows the login page with two main sections: "Have we met? Log in" and "Or, create an account". The login section includes fields for "Username" and "Password", a "Log In" button, and a link for "Forgot username or password?". The "Or, create an account" section lists benefits of creating an account: "1. View plan information", "2. Download forms", "3. View claims", and "4. Track dental activity", along with a "Create an account" button.

2. Click on the recredentialing icon.



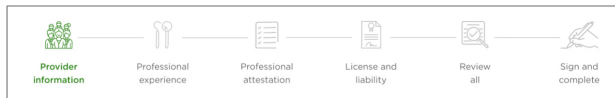
The screenshot shows the Provider Tools dashboard with a grid of icons for various services: "My patients", "Eligibility & benefits", "Submit claim", "My claims", "My payments", "My documents", "My account", "Manage user", "EFT and ERA", "View contracted fee reports", "Re-Credentialing" (highlighted with a red box), and "Claim disputes".

3. You'll need the recredentialing token provided. Enter it on the validation screen.



The screenshot shows the "Help us verify your information" screen. It includes a heading, a paragraph explaining the requirement for an 8-digit authorization code and the last four digits of the user's Social Security number (SSN). Below this, there is a link for "Didn't get an authorization code?". The form has two input fields: "Authorization code" (with a placeholder "8-digit code") and "Last four digits of SSN". At the bottom, there are "Cancel" and "Verify" buttons.

4. Review the information we have on file for you. Just follow the steps: professional experience, attestation and license and liability. Edit or complete anything that's missing or incorrect.



5. E-sign to verify that the information is correct. Click on the submit button.

Sign and complete

An asterisk * indicates a required field.

Authorization and certification

- I authorize consultation with professional liability carriers, and other persons or entities to obtain information about my professional qualifications (e.g. experience, competence, ethics).
- I certify that all information provided is truthful, accurate and complete.
- I understand that the intentional submission of false or misleading information, or the withholding of relevant information, is grounds for denying participation or termination as a provider.
- I agree to immediately communicate any changes in the information provided.

Provider rights

- Providers have the right to review the information in their credentialing file and to ask for correction of any error or omission believed significant.
- All review requests must be submitted in writing to the Provider Onboarding department within 365 days of the provider's last submit of completed credentialing forms.
- Providers have the right to submit a written appeal to refute the basis for any adverse action based on credentialing eligibility criteria, subject to state and provider agreement time period requirements. If an adverse action decision is upheld upon appeal, providers may request a hearing before a hearing panel.

Provider contact information

All credentialing-related notifications will be sent to this provider email address.

Provider email address *

I'd like to receive re-credentialing information electronically, and I understand and agree to the electronic re-credentialing communication [Terms and Conditions](#).

Name: **Joe Smith** Date: **[today's date]**

By selecting this box, I, the re-credentialing candidate or delegate, verify that the name and date displayed are correct and authorize the submission of this information. *

Save your progress at any time. Track your application status and review any expiration dates for other providers using that account.



Don't have access to Provider Tools?

Register now at deltadentalins.com/dentists

Questions?

If you need more information, contact Provider Concierge at providerconcierge@delta.org or review the recredentialing manual in the Reference Library in Provider Tools.



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