Simplify Claims with Provider Tools

4 steps to real-time claims

Provider Tools has everything you need to take care of business, all in one convenient place. Use this summary to get started with real-time claims. For more information about Provider Tools, visit **deltadentalins.com/dentists** and click on **Provider Tools**.

1. Log in
On **deltadentalins.com** click **Log in** in the upper right-hand corner of the screen. Enter your username and password and select the **Log in** button.

2. Find your patient
Select **Submit claim**. Enter your patient's name and choose **Existing** to bring up the patient's record.

3. Complete the claim
Fill out the claim form. You can add more than one procedure by selecting **Add service**.

If a digital x-ray and/or an explanation of benefits are required, open the drop down menu titled **Enclosures or electronic attachments**. Select **Browse** to locate your document and **Open** to attach it to the claim.

Select **Continue** when finished. Review your information. If anything is incorrect of missing, you can **Edit** the form. When everything is correct, select **Submit Claim**.

4. Track your claim
After submitting your claim, you'll be able to use the **My claims** tool to track it's progress from receipt to completion. You can also set up electronic payments in **EFT and ERA** and track payments using **My payments**.

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