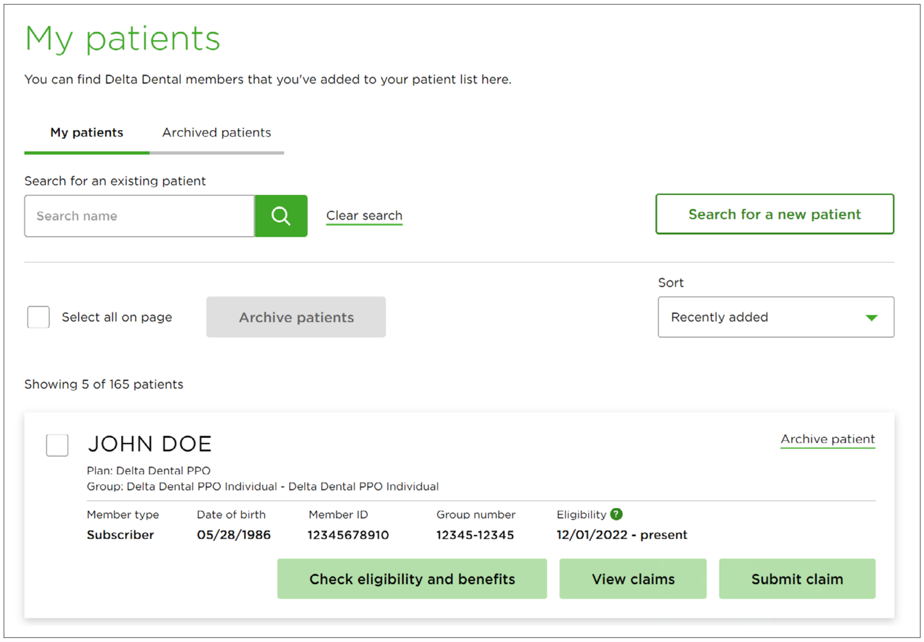
Using Provider Tools

How to find and manage your patients

Provider Tools has everything you need to take care of business, all in one convenient place. Use this summary to get started with managing your patients. For more information about Provider Tools, webinar schedules and videos, visit **deltadentalins.com/dentists/provider-tools**.

For a comprehensive list of your Delta Dental patients, use the My patients feature. This list will continue to expand as you submit claims for additional patients who are active in our database. The My patients page is updated daily. You can also manually add patients.



My patients

The My patients display shows a list of your patients that includes their full name, plan, group name, member type, date of birth, member ID, group member and eligibility status. For each patient you can check their eligibility and benefits, view submitted claims or submit a new claim.

Find a patient

1. Enter patient's name in the **Search for an existing patient** field.
2. Click **Search**.

Sort

Use the **Sort** feature to find recently added patients or organize patients by their first and last names.

Add a new patient

1. Click on **Search for a new patient**.

2. For new patients, you have two search options:

- First and last name and date of birth
- Member ID and date of birth

3. Click **Search**.

Tip: A patient must be on your **My patients** list before you can submit a claim for that patient.

Archive a patient

1. In your patient list, select the patient you wish to archive.
2. Select the **Archive** button.
3. To view a list of your archived patients, select the **Archive** patients tab.

Tip: Your **Archived patients** list is separate from your **My patients** list. If you archive a patient, they will be removed from your **My patients** list.

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