**CHAPTER 16: DENTAL SERVICES** 

APPENDIX C: DENTAL CLAIM FORM/ INSTRUCTIONS PAGE(S) 11

#### 2006 ADA DENTAL CLAIM FORM AND INSTRUCTIONS

The 2006 American Dental Association (ADA) Dental Claim Form is required when submitting hardcopy claims to Medicaid and will be the only dental claim form accepted for prior authorization and payment of dental services.

The numbered line-by-line billing instructions below correspond with the same numbered block of the 2006 ADA Dental Claim Form. **Required** information must be entered to ensure claims processing. **Situational** information may be required only in certain situations as detailed in each instruction item. Information on the claim form may be handwritten or computer generated and must be legible and completely contained in the designated area of the claim form. <u>Only one tooth number/letter or oral cavity designator is allowed per claim line</u>. Refer to the applicable dental program policy and/or dental program fee schedule for specific requirements regarding tooth number/letter or oral cavity designator.

Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) Dental Program and Adult Denture Program <u>claims for payment</u> should be submitted to the fiscal intermediary (refer to Appendix J for contact information).

Locator #	Description	Instructions	Alerts
		<b>Required</b> Check applicable box to designate whether the claim is a statement of actual services or a request for prior authorization.	
1	Type of Transaction	<b>Situational</b> – Check box marked "EPSDT Title XIX" if patient is Medicaid eligible and under 21 years of age.	
		If block is not checked, the claim will be processed as an adult claim.	
2	Predetermination / Preauthorization Number	Situational – Enter the prior authorization number assigned by Medicaid when submitting a claim for services that require prior authorization.	
3	Company / Plan Name, Address, City, State, Zip Code	<b>Situational</b> – Enter the primary payer information if applicable.	

## **CHAPTER 16: DENTAL SERVICES**

Locator #	Description	Instructions	Alerts
4	Other Dental or Medical Coverage?	Situational – If yes, complete Block 9.	
5	Name of Policyholder/Subscriber in #4 (Last, First, Middle Initial, Suffix)	Situational.	
6	Date of Birth (MM/DD/CCYY)	Situational.	
7	Gender	Situational.	
8	Policyholder/Subscriber ID	Situational.	
9	Plan/Group Number	Situational – Enter the third party's carrier code if a third party is involved. A list of codes identifying various carriers may be obtained from the Louisiana Medicaid website, <a href="www.lamedicaid.com">www.lamedicaid.com</a> under the link Forms/Files.  If the provider has chosen to bill the third party and Medicaid, an explanation of benefits must be attached to the claim filed with Medicaid.	
10	Patient's Relationship to Person Named in #5	Situational.	
11	Other Insurance Company / Dental Benefit Plan Name, Address, City, State, Zip Code	Situational.	
12	Policyholder/Subscriber Name (Last, First, Middle Initial, Suffix) Address, City, State, Zip Code	Required Enter the recipient's last name, first name, and middle initial exactly as verified through REVS or MEVS.  Recipient's address is optional.	

## **CHAPTER 16: DENTAL SERVICES**

Locator #	Description	Instructions	Alerts
13	Date of Birth (MM/DD/CCYY)	Required Enter the recipient's eight-digit date of birth in month, day, and year (MM/DD/CCYY). If there is only one digit in a field, precede that digit with a zero.	
14	Gender	Optional – Check appropriate block.	
15	Policyholder/Subscriber ID	Required Enter the thirteen-digit Medicaid ID number as obtained from REVS or MEVS.  Do not use the sixteen-digit Card Control Number (CCN) from the recipient's Medicaid card.	
16	Plan / Group Number	Situational.	
17	Employer Name	Situational.	
18	Relationship to Policyholder/Subscriber in #12 above.	Situational.	
19	Student Status	Situational.	
20	Name (Last, First, Middle Initial, Suffix) Address, City, State, Zip Code	Situational. This field should be used only when other private insurance is primary.  Note: The Medicaid recipient's name is required to be entered in Block 12.	
21	Date of Birth (MM/DD/CCYY)	Situational.	
22	Gender	Situational.	
23	Patient ID / Account # (Assigned by Dentist)	Optional – Enter a Patient ID/Account Number if one has been assigned by the dentist. If entered, this identifier will appear on the Remittance Advice.  The Patient ID/Account Number may consist of letters and/or numbers, and it may be a maximum of 20 characters.	

## **CHAPTER 16: DENTAL SERVICES**

Locator #	Description	Instructions	Alerts
24	Procedure Date (MM/DD/CCYY)	Required Enter the date the service was performed in month, day, and year (MM/DD/CCYY). If there is only one digit in a field, precede that digit with a zero.  A service must have been performed/delivered before billing Medicaid for payment.	
25	Area of Oral Cavity	Situational – Enter the oral cavity designator when applicable for a specific procedure. Refer to the Dental Services Manual, Dental Fee Schedule for specific requirements regarding oral cavity designator. If an oral cavity designator is required by Medicaid, do not enter a tooth number or	
		letter in Block 27.	
26	Tooth System	Leave Blank	
27	Tooth Number(s) or Letter(s)	Situational – Enter a tooth number or letter when applicable for a specific procedure. Refer to the Dental Services Manual, Dental Fee Schedule for specific requirements regarding tooth number or letter.	
	` '	If a tooth number or letter is <b>required</b> by Medicaid, do not enter an oral cavity designator in Block 25.	
28	Tooth Surface	<b>Situational</b> – Enter tooth surface(s) when procedure code reported directly involves one or more tooth surfaces. Enter up to five of the following codes: B = Buccal; D = Distal; F = Facial; I = Incisal; L = Lingual; M = Mesial; and O = Occlusal.	
		Duplicate surfaces are not payable on the same tooth for most services. Refer to the Dental Services Manual for more information.	

## **CHAPTER 16: DENTAL SERVICES**

Locator #	Description	Instructions	Alerts
29	Procedure Code	Required – Enter the appropriate dental procedure code from the current version of Code on Dental Procedures and Nomenclature. The Medicaid reimbursable codes are located in the Medicaid Dental Services Manual, Dental Fee Schedule.	
30	Description	<b>Required</b> – Enter the description of the service performed.	
31	Fee	Required Enter the dentist's full (usual and customary) fee for the dental procedure reported.	
32	Other Fee(s)	Leave Blank	
33	Total Fee	Required – Total of all fees listed on the claim form.	
34	(Place an 'X' on each missing tooth)	Situational – Complete if applicable. Report missing teeth on each claim submission. Indicate all missing teeth with an "X". Indicate teeth to be extracted with an "/".  In the following circumstances, this information is required:  If the claim is for the Adult Denture Program.  If the claim is for the EPSDT Dental Program when requesting a prosthesis, space maintainer or root canal therapy.	

## **CHAPTER 16: DENTAL SERVICES**

Locator #	Description	Instructions	Alerts
35	Remarks	Situational – Enter the amount paid by the primary payor if block 9 is completed. If no TPL, leave blank. (RANDY – PLEASE DELETE)  Write the words "Carrier Paid" and the amount that was paid by the carrier (including zero [\$0] payment) in this block.  Enter any additional information required by Medicaid regarding requested services (including description of the patient management techniques used for which a patient management fee is billed; reason for hospitalization requests, or any additional information that the provider needs to include).  For prior authorization requests, if the information required in the remarks section of the claim form exceeds the space available, the provider should include a cover sheet outlining the information required to document the requested services. If a cover sheet is used, please be sure it includes the date of the request, the recipient's name and Medicaid ID # and the provider's name and Medicaid ID #. A copy of this cover sheet, along with a copy of the request for prior authorization, should be kept in the patient's treatment record.	
36	Authorizations	Optional.	
37	Authorizations	Optional.	

#### LOUISIANA MEDICAID PROGRAM

ISSUED: 03/15/13 REPLACED: 03/15/12

## **CHAPTER 16: DENTAL SERVICES**

Locator #	Description	Instructions	Alerts
38	Place of Treatment	Situational – Check the applicable box if services are to be or were provided at a location other than the address entered in Block 48.  If services were provided at a location other than the address entered in Block 48, completion of this block and Block 56 is required.	
39	Number of Enclosures	Situational – Enter 00 to 99 in applicable boxes.  Claims submitted for prior authorization are required to contain the identified attachments.  Claims submitted for payment should not contain any of the attachments listed in Block 39.	
40	Is Treatment for Orthodontics?	Situational – Complete if applicable.  Claims requesting comprehensive orthodontic services are required to enter information in this block.  Refer to the Dental Services Manual for guidelines regarding comprehensive orthodontic services.	
41	Date Appliance Placed	Situational.	
42	Months of Treatment Remaining.	Situational.	
43	Replacement of Prosthesis	<b>Situational</b> – Check appropriate box if applicable; if checked, complete Block 44 if known.	

## **CHAPTER 16: DENTAL SERVICES**

Locator #	Description	Instructions	Alerts
44	Date Prior Placement	<b>Situational</b> – If Block 43 is checked and if known, enter the appropriate eight-digit date in month, day and year (MM/DD/CCYY).	
45	Treatment Resulting from	Situational – If the claim is the result of Occupational Illness / Injury, Auto Accident, or Other Accident, then this Block is required. Check the appropriate box.	
46	Date of Accident (MM/DD/CCYY).	<b>Situational</b> . If Block 45 is completed, then this block is <b>required</b> . Enter the eight-digit date in month, day and year (MM/DD/CCYY).	
47	Auto Accident State	<b>Situational</b> . If Auto Accident is checked in Block 45, this block is <b>required</b> . Enter the state in which the auto accident occurred.	
48	Billing Dentist Name, Address, City, State, Zip Code	Required. Enter the name of the individual dentist if the payment is being made to an individual dentist. Enter the group name if the payment is being made to a dental group.  Enter the full address, including city, state and zip code, of the dentist or dental group to whom payment is being made.	
49	NPI	Required – Enter the 8-digit NPI of the billing dental provider.	
50	License Number	Optional.	
51	SSN or TIN	Optional.	
52	Phone Number	<b>Required</b> Enter the phone number for the billing dental provider.	
52A	Additional Provider ID	<b>Required</b> – Enter the 7-digit Medicaid Provider ID of the billing dental provider.	

**CHAPTER 16: DENTAL SERVICES** 

Locator #	Description	Instructions	Alerts
53	Signature	Required – Enter the signature of treating (attending) dentist. Enter the date the claim was signed. Signature stamps and computergenerated signatures are acceptable if they are initialed. The signature may be initialed by the provider or the provider's assistant.	
54	NPI	Required – Enter the 8-digit NPI of the treating dental provider.	
55	License Number	<b>Required</b> – Enter the license number of the treating (attending) dental provider.	
56	Address, City, State, Zip Code	<b>Situational</b> – Enter the full address, including city, state and zip code, where treatment was performed by treating (attending) dental provider, if different from Block 48.	
56A	Provider Specialty Code	Optional.	
57	Phone Number	<b>Situational</b> – Enter the phone number for the treating (attending) dental provider, if different from Block 52.	
58	Additional Provider ID	<b>Required</b> – Enter the 7-digit Medicaid ID of the treating (attending) dental provider.	

## **CHAPTER 16: DENTAL SERVICES**

## APPENDIX C: DENTAL CLAIM FORM/ INSTRUCTIONS PAGE(S) 11

HEADER INFORMATION			_			
. Type of Transaction (Mark all ap	plicable boxes)		1			
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EPSDT/Title XIX						
Predetermination/Preauthoriza	ion Number		POLICYHOLDER/SUBSCRIB	ER INFORMATION	(For Insurance Company	Named in #3
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	NTAL BENEFIT PLAN INFOR	MATION	-			
. Company/Plan Name, Address,	Jity, State, Zip Code		1			
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			13. Date of Birth (MM/DD/CCYY)	14. Gender	15. Policyholder/Subscriber	ID (SSN or ID#)
				M F		
OTHER COVERAGE			16. Plan/Group Number	17. Employer Name		
. Other Dental or Medical Covers	ge? No (Skip 5-11)	Yes (Complete 5-11)	1			
	er in #4 (Last, First, Middle Initial, Si	uffix)	PATIENT INFORMATION			
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	Self Spouse	Dependent Cther				
Other Insurance Company/De	ntal Benefit Plan Name, Address, C	ity, State, Zip Code				
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5. Remarks						
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<ol> <li>I have been informed of the tri harges for dental services and m he treating dentist or dental pract</li> </ol>	aterials not paid by my dental be ce has a contractual acreemer	print prompting on or a portror.			41. Date Appliance Place	
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10 of 11

**CHAPTER 16: DENTAL SERVICES** 

APPENDIX C: DENTAL CLAIM FORM/ INSTRUCTIONS PAGE(S) 11



American Dental Association www.ada.org

Comprehensive completion instructions for the ADA Dental Claim Form are found in Section 4 of the ADA Publication titled CDT-2007/2008. Five relevant extracts from that section follow:

#### GENERAL INSTRUCTIONS

- A. The form is designed so that the name and address (Item 3) of the third-party payer receiving the claim (insurance company/dental benefit plan) is visible in a standard #10 window envelope. Please fold the form using the 'tick-marks' printed in the margin.
- B. In the upper-right of the form, a blank space is provided for the convenience of the payer or insurance company, to allow the assignment of a claim or control number.
- C. All Items in the form must be completed unless it is noted on the form or in the following instructions that completion is not required.
- D. When a name and address field is required, the full name of an individual or a full business name, address and zip code must be entered.
- E. All dates must include the four-digit year.
- F. If the number of procedures reported exceeds the number of lines available on one claim for the number of lines avai

#### COORDINATION OF BENEFITS (COB)

When a claim is being submitted to the secondary payer, complete the form in its entirety an arrier and the arry payer explanation of Benefits (EOB) showing the amount paid by the primary payer. You may indicate the amount the primary payer arrier arrier and the arrier payer arrier arrier

#### NATIONAL PROVIDER IDENTIFIER (NPI)

49 and 54 NPI (National Provider Indentifier): This is an identifier assigned by HIPAA covered entities. Dentists who are not covered entities may enumerated if required by a participating provider agreement with is unique to an individual dentist (Type 1 NPI) or dental entity (Type 2 PI), and has on NPI and enumeration can be obtained from the ADA? The two requirements of the two requirements of the transfer o

#### ADDITIONAL PROVIDER IDENTIFIER

52A and 58 Additional Provider ID: This is an identifier assistant the billing tist or a lentity other than a Social Security Number (SSN) or Tax Identification Number (SSN) or Tax Identification Number (SSN) or Tax Identification Number (SSN) or Tax Identifier is sometimes referred to as a Legacy Identifier (LID). LIDs may not be unique to be a security be a security of the proving the NPI. The additional identifier is sometimes referred to as a Legacy Identifier (LID). LIDs may not be unique to be a security of the proving the proving the proving the proving the proving the number (SSN) or Tax Identifier is sometimes referred to as a Legacy Identifier (LID). LIDs may not be unique to be a security of the proving th

#### PROVIDER SPECIALTY CODES

56A <u>Provider Specialty Code</u>: Enter the code of indication the type of dental professional who delivered the treatment. Available codes describing treating dentities are list to ow. The general code listed as "Dentist" may be used instead of any other dental practitioner code.

( egory / escription Code	Code
Ad son quanfied by a doctorate in dental surgery (D.D.S) antal medic (D.M.D.) licensed by the state to practice dentistry, thin the scope of that license.	122300000X
General Practice	1223G0001X
Dental Sp. (see following list)	Various
Dental Public Health	1223D0001X
Endodontics	1223E0200X
Orthodontics	1223X0400X
Pediatric Dentistry	1223P0221X
Periodontics	1223P0300X
Prosthodontics	1223P0700X
Oral & Maxillofacial Pathology	1223P0106X
Oral & Maxillofacial Radiology	1223D0008X
Oral & Maxillofacial Surgery	122380112X

Dental provider taxonomy codes listed above are a subset of the full code set that is posted at: www.wpc-edi.com/codes/taxonomy

Should there be any updates to ADA Dental Claim Form completion instructions, the updates will be posted on the ADA's web site at: <a href="https://www.ada.org/goto/dentalcode">www.ada.org/goto/dentalcode</a>