



# INSTRUCTIONS

## HOW TO FILE A CLAIM

Complete questions 1 through 15 and sign on line 16.

Ask your dentist to complete the claim form after examination. The dentist should show the full treatment plan.

## PREDETERMINATION

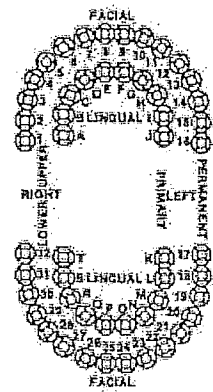
If a course of treatment can reasonably be expected to be less than \$300, the form can be submitted when treatment is completed.

If a course of treatment can reasonably be expected to be \$300 or more, follow these steps.

- a. Complete questions 1 through 15.
- b. Give the claim form to your dentist.
- c. Have your dentist complete his section of the claim form, showing a description of the procedures to be performed and the proposed fees. Your dentist should submit the completed form, with x-rays to CoreSource, Inc at the address below.
- d. CoreSource, Inc will review the description of the procedures to be performed and the charges, and will notify you and your dentist of the benefit payable.
- e. After the dentist completes the work, he should indicate on the claim form the specific services performed, dates of service, and the charges. Your dentist should send the complete claim form to CoreSource, Inc at the address below.

X-rays must be submitted with the claim form whenever the charge for the treatment plan is more than \$300.

Claim forms and questions should be directed to: **CoreSource, Inc**  
 P.O. Box 2920  
 Clinton, IA 52733-2920  
 1-800-624-7130

EXAMINATION AND TREATMENT PLAN - LIST IN ORDER FROM TOOTH NO. 1 THROUGH TOOTH NO. 32 - USE CAREY SHOWN						FOR PLAN ADMINISTRATOR USE ONLY																																																																												
TOOTH NO. OR LETTER	SURFACE (e. M.O. D.B.I.A.I.)	DESCRIPTION OF SERVICE (INCLUDING X-RAYS, PROPHYLAXIS, MATERIALS USED, ETC.)	DATE SERVICE PERFORMED (MM/DD/YYYY)	PROCEDURE NUMBER	FEE																																																																													
<div style="display: flex; align-items: center;"> <div style="width: 20%; text-align: center;"> <p style="font-size: x-small;">IDENTIFY MISSING TEETH WITH 'X'</p>  </div> <div style="width: 80%; border: 1px solid black;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td rowspan="10" style="background-color: #cccccc;"></td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td rowspan="10" style="background-color: #cccccc;"></td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td rowspan="10" style="background-color: #cccccc;"></td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td rowspan="10" style="background-color: #cccccc;"></td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td rowspan="10" style="background-color: #cccccc;"></td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td rowspan="10" style="background-color: #cccccc;"></td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td rowspan="10" style="background-color: #cccccc;"></td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td rowspan="10" style="background-color: #cccccc;"></td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td rowspan="10" style="background-color: #cccccc;"></td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td rowspan="10" style="background-color: #cccccc;"></td></tr> <tr> <td colspan="5" style="font-size: x-small;">REMARKS FOR UNUSUAL SERVICES</td> <td style="font-size: x-small;">TOTAL FEE CHARGED →</td> <td rowspan="10" style="background-color: #cccccc;"></td> </tr> </table></div></div>																																																																												REMARKS FOR UNUSUAL SERVICES					TOTAL FEE CHARGED →	
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I certify that the procedures indicated by date have been completed and the fees shown are not greater than those usually accepted by me as payment in full for each procedure. No copayment provisions and/or deductibles of this plan will be forgiven (Any exceptions require a full explanation)

DENTIST'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_