

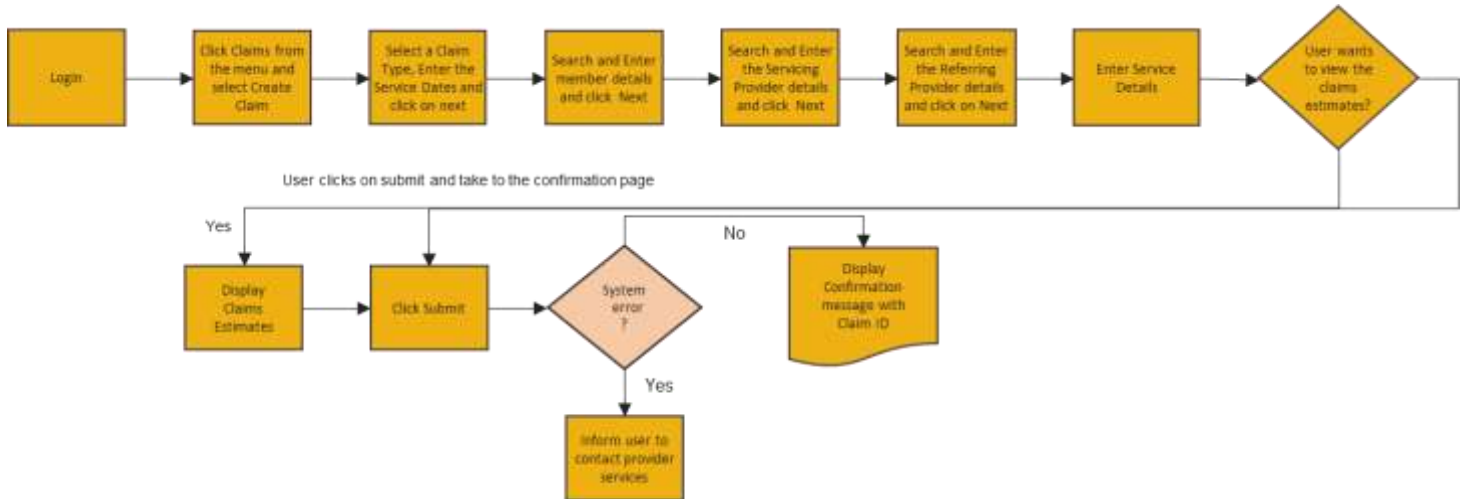
# Create a Dental Predetermination

Quick Reference Guide (QRG)



# Provider Portal – Create Dental Predetermination

This Quick Reference Guide (QRG) will provide an overview the process for creating a dental predetermination.



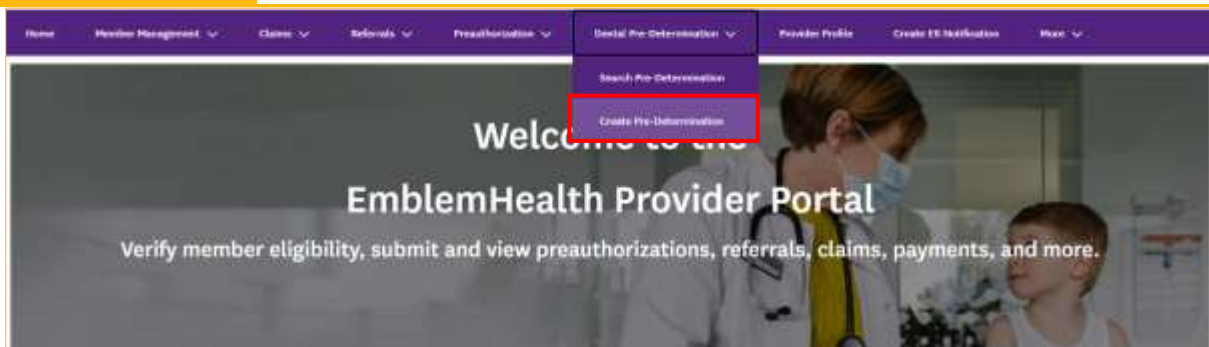
Let us look at the steps in detail for creating a dental predetermination.

**Purpose: To create and submit a Dental Predetermination**



**Step 1:**

1. From the EmblemHealth **Home** page, select the **Dental Predetermination** tab.
2. From the drop-down list, select **Create Predetermination**.





## Step 2:

The Member Information screen displays.

1. In the **Search By** field, select Member Name or Member ID from the drop-down menu.

**Note:** For this example, we will use **Member ID**.

CREATE PRE- DETERMINATION  
**Member Information**  
Complete the details below and click Next to continue. All fields with an asterisk \* are required.

Member Name  
Member ID

Member ID \*

Reset Search Search

Previous Next

Cancel



## Step 3:

1. Enter the Member ID.
2. Click **Search**.

**Member Information**  
Complete the details below and click Next to continue. All fields with an asterisk \* are required.

Search By \*  
Member ID

Member ID \*  
K1000023456

Reset Search Search



## Step 4:

The search results display.

1. Select the required **Member ID** row from the search results.
2. Click **Next**.

Filter By

Member ID	Member Name	Coverage Start Date	Coverage End Date	Status	Date of Birth	Gender	Coverage Type	Plan Type
K100003318	Davis, John	01/01/2020	12/31/9999	Active	09/09/1989	Male	Medical	PPD
K100003318	Davis, John	01/01/2019	12/31/2019	Inactive	09/09/1989	Male	Medical	HMO

Total Records: 1 Showing 1-1



## Step 5:

The Servicing Provider screen displays.

1. In the **Search By** field, select Provider Name or Provider NPI from the drop-down menu.

**Note:** For this example, we will use **Provider Name**.

### Servicing Provider

You can enter specialty, zip code, or city and state for better results.

Search By \*  
  
Provider Name  
Provider NPI  
Specialty

City  State

Zip Code



## Step 6:

1. Enter at least 2 characters of the provider's first or last name.  
**Note:** You can enter the Specialty, City, State, and Zip Code to further refine your search.
2. Click **Search**.

**Servicing Provider**  
You can enter specialty, zip code, or city and state for better results.

Search By\*  
Provider Name

Provider Name \* Watson, Laura  
Specialty Medicine  
City  
State  
Zip Code

Reset Search Search



## Step 7:

1. Select the appropriate Provider from the search results.  
**Note:** If you select an out-of-network provider, an alert will appear. If you still wish to proceed, click **Next**.
2. Click **Next**.

Filter By

Name	Address	Tax ID	NPI	Type	Specialty	In-Network
Watson, Laura	35 Central Park W, Apt 1a, New York, NY, 10023	46311392	1811234211	Allopathic Physician	Internal Medicine	No
Watson, Laura	35 Central Park W, Apt 1a, New York, NY, 10023	46311392	1811234211	Allopathic Physician	Internal Medicine	No

Total Records: 1

Showing 1-2

Previous Next

Cancel



## Step 8:

The Service Details screen displays.  
1. Click **Add Service Line**.

**Service Details**  
Complete the details below and click Next to continue. All fields with an asterisk \* are required.

**Add Service Line**

S.NO	CDT Procedure Code	Unit	Charge	Area of Oral Cavity	Tooth Number or Letter	Tooth Surface Code	NEA Attachment Number	Action
------	--------------------	------	--------	---------------------	------------------------	--------------------	-----------------------	--------

Previous Next  
Cancel



## Step 9:

The **Add Service Line** dialog box appears.  
1. Click **CDT Procedure Code**.

**Add Service Line**

**Q. CDT Procedure Code \***

Unit:  If more than one unit is needed, please enter another service line.

Area of Oral Cavity \* Please choose the individual tooth number, letter or range option for the selected procedure code.

Charge \*

Tooth Number Or Letter

Tooth Surface Code:

B - Buccal  F - Facial  I - Incisal  L - Lingual  L - Lingual  L - Lingual

NEA Attachment Number:

Cancel Save



## Step 10:

The **CDT Procedure Code Information** dialog box appears.

1. Enter the code in the **CDT Procedure Code/ Description** field.  
**Note:** You can search for a code or description using at least 3 characters.
2. Click **Search**.
3. Select the required Code from the search results.
4. Click **OK**.

CDT Procedure Code Information

CDT Procedure Code/Description \*

D1550

Reset Search Search

Filter By

CDT Procedure Code	Code Description
D1550	replacement of space maintainer

Total Records: 1 < Showing 1 - 1 >

Cancel OK



## Step 11:

Complete the required details.

1. In the **Charge** field, enter the charge for the service.
2. From the **Area of Oral Cavity** drop-down list, select the appropriate option.
3. If you chose “Individual Tooth” in the previous step, the **Tooth Number or Letter** field appears. Choose the appropriate option from the drop-down list.
4. For the **Tooth Surface Code**, check the appropriate checkbox(es).
5. (Optional) Enter the **NEA Attachment Number** if required.
6. Click **Save** to save the information and go back to **Service Details** screen.

**Add Service Line**

CDT Procedure Code \*

Unit

Charge \*

Area of Oral Cavity \*

Tooth Number Or Letter

Tooth Surface Code:

B - Buccal    F - Facial    I - Incisal    L - Lingual    L - Lingual    L - Lingual

NEA Attachment Number

Cancel   Save





## Step 12:

1. You can **Edit/Delete** the saved information.
2. Click **Add Service Line** to add additional service lines as required.
3. Click **Next** to move to the next screen.

### Service Details

Complete the details below and click Next to continue. All fields with an asterisk \* are required.

[Add Service Line](#)

S.NO	CDT Procedure Code	Unit	Charge	Area of Oral Cavity	Tooth Number or Letter	Tooth Surface Code	NEA Attachment Number	Action
1	D1550	1	\$10.00	Individual Tooth - Permanent				<a href="#">Edit</a> <a href="#">Delete</a>

Total Charge Amount  
\$ 10.00

[Previous](#) [Next](#)

[Cancel](#)



## Step 14:

- The **Confirmation** screen displays.
1. Note your Predetermination ID for future use.
  2. Click **Create New Claim** to create another predetermination.

### Confirmation

Pre-Determination is submitted successfully. Your Pre-Determination ID is P21A003931077.

[Create New Claim](#)

Thank  
You

