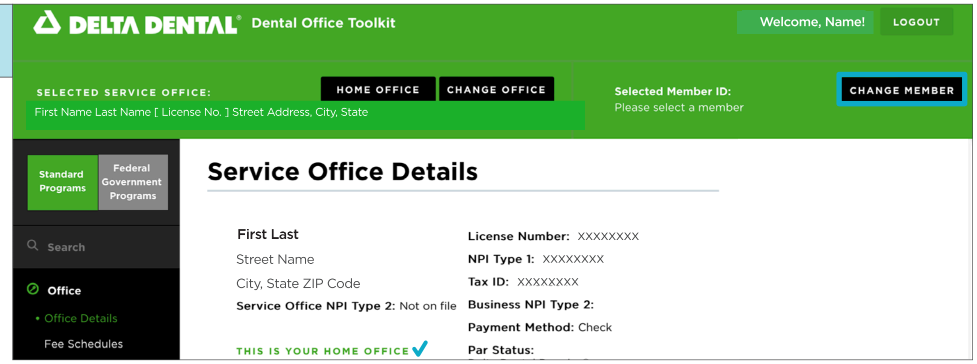
Dental Office Toolkit (DOT) Quick Guide

How to submit a pre-treatment estimate

1. On the DOT home screen, click **Change Member**.

   Image 1

1



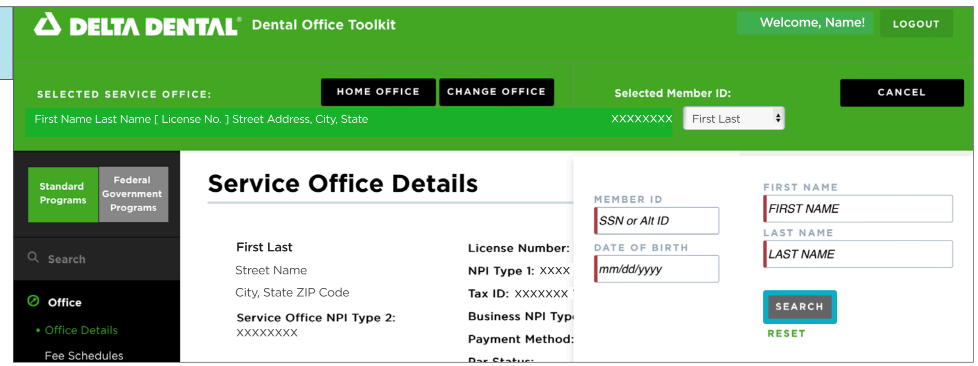
2. Enter the following subscriber information:

   - Delta Dental Member ID or SSN
   - Date of Birth
   - First Name
   - Last Name

   All fields are required. Click **Search**.

   Image 2

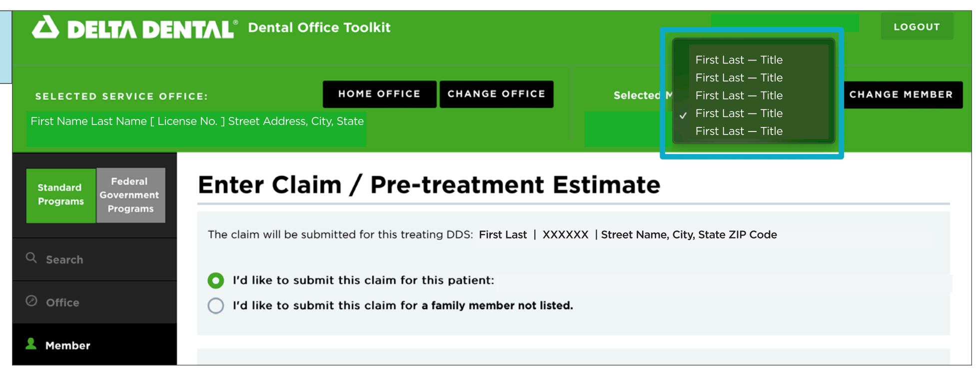
2



3. Using the Selected Member ID drop down menu, select the patient for this estimate.

   Image 3

3



4. Click the **Member** tab on the left navigation bar.

   Image 4

5. Once the Member tab is open, click **Enter Claim / Pre-treatment Estimate**.

   Image 5

6. Verify that the Selected Service Office at the top of the screen matches the provider and location associated with the treatment.

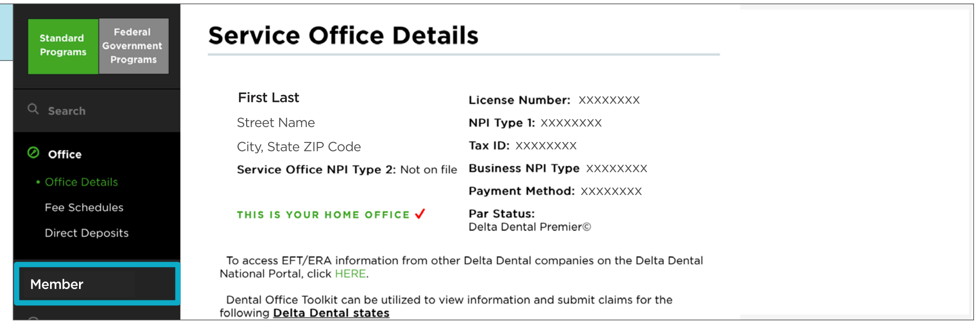
   If this information is not correct for the pre-treatment estimate you will be submitting, click **Change Office**.

   Image 6

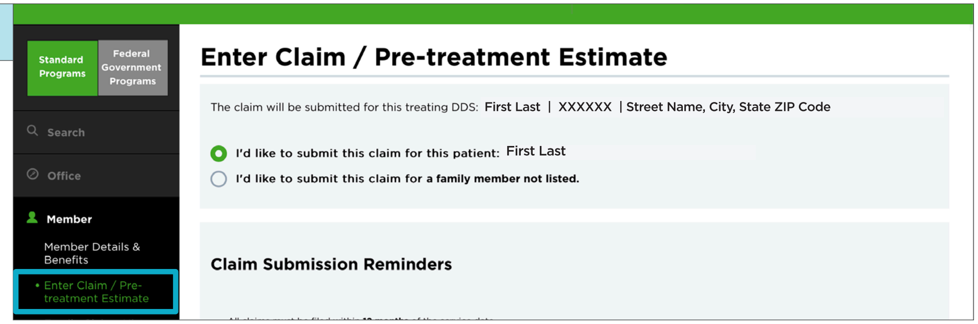
7. Choose to submit a claim for the patient or for a family member of the patient.

   Image 7

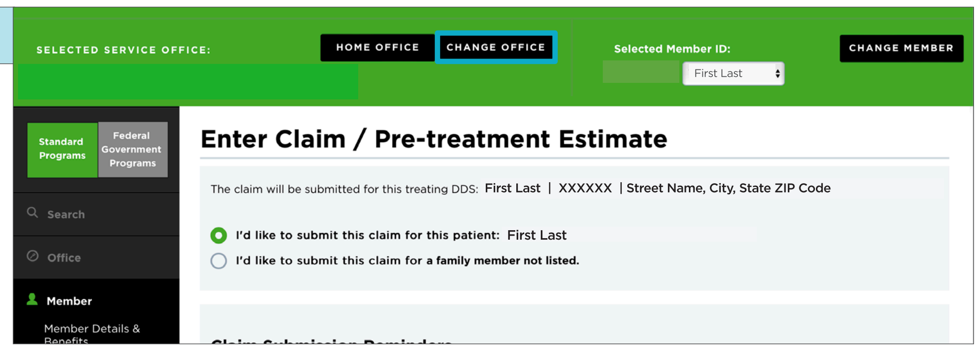
4



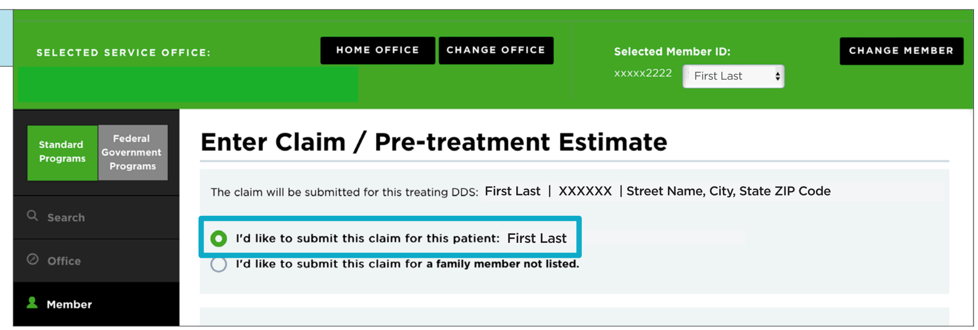
5



6



7



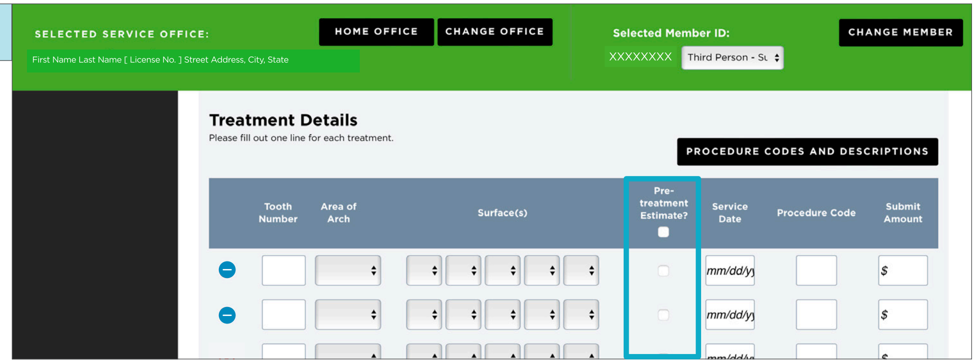
8. Scroll down to enter Treatment Details. Enter the following:

- Tooth Number
- Area of Arch
- Surface(s)
- Procedure Code
- Submit Amount

Check the **Pre-Treatment Estimate** box. Fill in other claim details as needed for the pre-treatment estimate.

Image 8

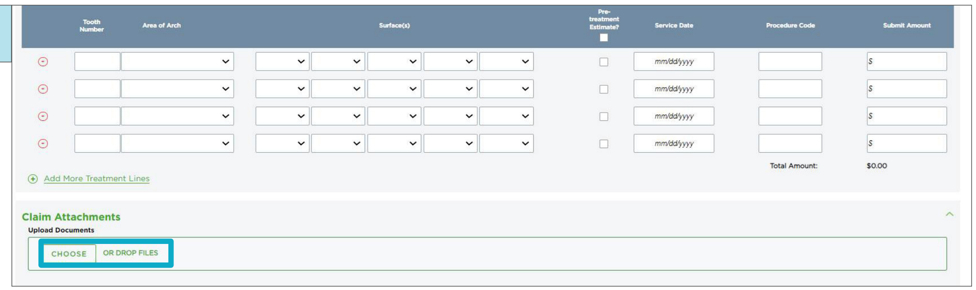
8



9. If the service(s) require additional documentation, click **Choose** or drop files under Claim Attachments.

Image 9

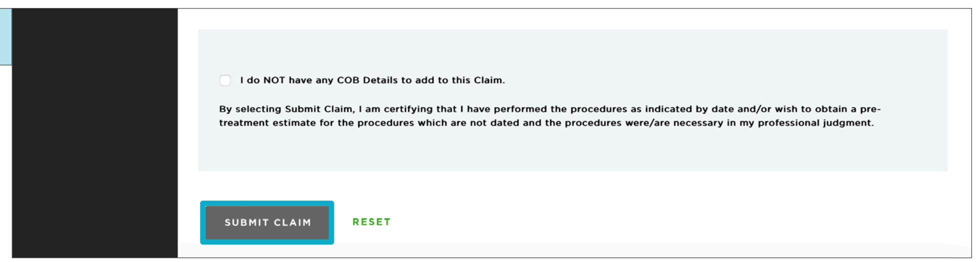
9



10. Check the box if Coordination of Benefits (COB) does not apply to this claim. Click **Submit Claim** to generate a pre-treatment estimate.

Image 10

10



11. View your pre-treatment estimate.

Some CDT codes require additional review and will not process immediately. The claim status will appear as *Routed* and/or *In Process*.

Image 11

11