DELTA DENTAL

Delta Dental of Minnesota

Benefit Manager Toolkit® Quick Guide

View your claims invoice and billing reports - Consolidated
(Self-funded Groups)

Consolidated Billing

1. Click **Dental Benefit Manager** to access features of the BMT.

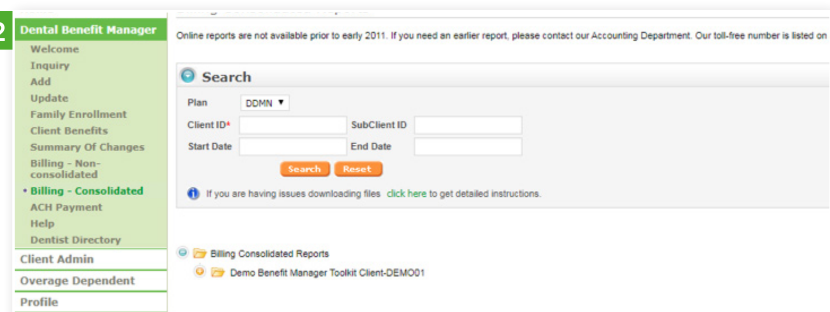
   In the expanded menu, click **Billing - Consolidated.**

Consolidated billing provides a listing of one or more sub-clients on the same invoice. The grouping is based on your group's billing structure needs.

1

2. Enter your 6 digit client ID and 4 digit sub-client in the search screen. Enter the client/sub-client pairing at the top of the invoice displayed in your notification email.

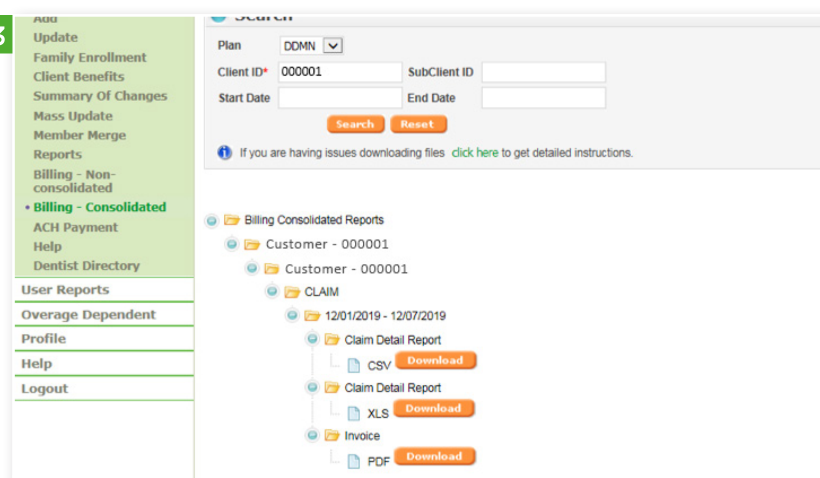
2



3. Click on the expand toggle button on any given date range in order to reveal the reports you have available.

- The Claims Detail report is available in XLS or CSV and will be downloaded to your computer.
  - Depending on the size of the report, you may receive an on screen message "The report is being generated. Please check back later."
  - Simply close that window and select the Download button once again.
- The Invoice is available in PDF only and may be downloaded.

3



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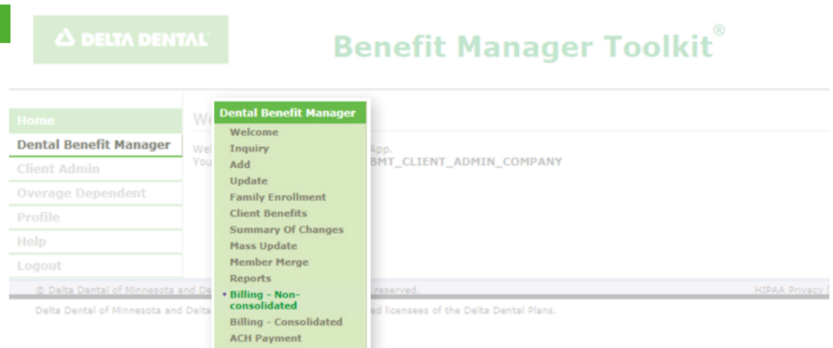
View your Claims Invoice and billing reports - Non-consolidated (Self-funded Groups)

Non-consolidated Billing

1. To see invoice details for a specific sub-group, select **Billing - Non-consolidated** on the left navigation.

1



2. Enter your 6-digit client number and sub-client number.

   Note: to view a list of available sub-clients, enter the 6-digit client number and select **search**.

2