

ADA Dental Claim Form Completion Instructions

Version 2024 © American Dental Association

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ADA American Dental Association® Dental Claim Form										
HEADER INFORMATION										
1. Type of Transaction (Mark all applicable boxes) <input type="checkbox"/> Request for Predetermination/Preauthorization <input type="checkbox"/> Statement of Actual Services <input type="checkbox"/> EPSDT / Title XIX										
2. Predetermination/Preauthorization Number										
DENTAL BENEFIT PLAN INFORMATION					POLICYHOLDER/SUBSCRIBER INFORMATION (Assigned by Plan Named in #3)					
3. Company/Plan Name, Address, City, State, Zip Code					12. Policyholder/Subscriber Name (Last, First, Middle Initial, Suffix), Address, City, State, Zip Code					
3a. Payer ID					13. Date of Birth (MM/DD/CCYY)		14. Gender <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> U		15. Policyholder/Subscriber ID (Assigned by Plan)	
OTHER COVERAGE (Mark applicable box and complete items 5-11. If none, leave blank.)					16. Plan/Group Number		17. Employer Name			
4. Dental? <input type="checkbox"/> Medical? <input type="checkbox"/> (If both, complete 5-11 for dental only.)					PATIENT INFORMATION					
5. Name of Policyholder/Subscriber in #4 (Last, First, Middle Initial, Suffix)					18. Relationship to Policyholder/Subscriber in #12 Above <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Child <input type="checkbox"/> Other			19. Reserved For Future Use		
6. Date of Birth (MM/DD/CCYY)		7. Gender <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> U		8. Policyholder/Subscriber ID (Assigned by Plan)			20. Name (Last, First, Middle Initial, Suffix), Address, City, State, Zip Code			
9. Plan/Group Number		10. Patient's Relationship to Person named in #5 <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent <input type="checkbox"/> Other			11. Other Insurance Company/Dental Benefit Plan Name, Address, City, State, Zip Code					
11a. Other Payer ID					21. Date of Birth (MM/DD/CCYY)		22. Gender <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> U		23. Patient ID/Account # (Assigned by Dentist)	
RECORD OF SERVICES PROVIDED										
	24. Procedure Date (MM/DD/CCYY)	25. Area of Oral Cavity	26. Tooth System	27. Tooth Number(s) or Letter(s)	28. Tooth Surface	29. Procedure Code	29a. Diag. Pointer	29b. Qty.	30. Description	31. Fee
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
33. Missing Teeth information (Place an "X" on each missing tooth.)						34. Diagnosis Code List Qualifier <input type="checkbox"/> (ICD-10 - AB)			31a. Other Fee(s)	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16		32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17		34a. Diagnosis Code(s) (Primary diagnosis in "A")			A _____ C _____ B _____ D _____		32. Total Fee	
35. Remarks										
AUTHORIZATIONS					ANCILLARY CLAIM/TREATMENT INFORMATION (all dates in MM/DD/CCYY format)					
36. I have been informed of the treatment plan and associated fees. I agree to be responsible for all charges for dental services and materials not paid by my dental benefit plan, unless prohibited by law, or the treating dentist or dental practice has a contractual agreement with my plan prohibiting all or a portion of such charges. To the extent permitted by law, I consent to your use and disclosure of my protected health information to carry out payment activities in connection with this claim. X _____ Patient/Guardian Signature Date					38. Place of Treatment <input type="checkbox"/> (e.g. 11-office; 22-O/P Hospital) (Use "Place of Service Codes for Professional Claims")		39. Enclosures (Y or N)			
37. I hereby authorize and direct payment of the dental benefits otherwise payable to me, directly to the below named dentist or dental entity. X _____ Subscriber Signature Date					40. Is Treatment for Orthodontics? <input type="checkbox"/> No (Skip 41-42) <input type="checkbox"/> Yes (Complete 41-42)		39a. Date Last SRP			
BILLING DENTIST OR DENTAL ENTITY (Leave blank if dentist or dental entity is not submitting claim on behalf of the patient or insured/subscriber.)					42. Months of Treatment		43. Replacement of Prosthesis <input type="checkbox"/> No <input type="checkbox"/> Yes (Complete 44)		41. Date Appliance Placed (MM/DD/CCYY)	
48. Name, Address, City, State, Zip Code					45. Treatment Resulting from <input type="checkbox"/> Occupational Illness/Injury <input type="checkbox"/> Auto accident <input type="checkbox"/> Other accident		44. Date of Prior Placement (MM/DD/CCYY)			
49. NPI					50. License Number		TREATING DENTIST AND TREATMENT LOCATION INFORMATION			
51. SSN or TIN					52. Phone Number () -		53. I hereby certify that the procedures as indicated by date are in progress (for procedures that require multiple visits) or have been completed. X _____ Signed (Treating Dentist) Date			
52. Phone Number () -					52a. Additional Provider ID		53a. Locum Tenens Treating Dentist? <input type="checkbox"/>		54. NPI	
57. Phone Number () -					58. Additional Provider ID		55. License Number			
58. Additional Provider ID							56. Address, City, State, Zip Code			
							56a. Provider Specialty Code			