

## **PBC NFP Clinic Application form and Memorandum of Understanding (MOU) Instructions**

Please complete the attached application form and MOU and include the following important requirements:

- Proof of registration as a NFP Dental Clinic has been acquired from the BC College of Oral Health Professionals (BCCOHP) and licensed dentists are practicing at all times.
- A list of dentists who practice at the not-for-profit clinic, along with their Unique Number (UIN).
- All required information on the application and MOU as highlighted.
- Email the completed application and the signed MOU to [provider@pac.bluecross.ca](mailto:provider@pac.bluecross.ca).

Once the application and MOU have been approved:

- You can begin submitting ITRANS CDAnet submissions to PBC.
- Ensure all paper submissions include your new CDAnet UIN and Office ID numbers for all pre-determinations/claims.
- All Adjustments and claims with dates of service **prior** to the CDAnet registration date must come in on paper.
- The dental clinic owner must sign and adhere to the conditions of the MOU prior to submitting claims.

## **PBC Contacts**

Claims Related Questions:

Harmeet Singh

Manager, Claims Services

Phone: 604-419-2044

Email: [hsingh@pac.bluecross.ca](mailto:hsingh@pac.bluecross.ca)

Provider Related Questions:

Shadi Famili

Assistant Manager, Claims Policy and Standards

Phone: 604-419-2633

Email: [sfamili@pac.bluecross.ca](mailto:sfamili@pac.bluecross.ca)

NFP CDAnet Pilot questions:

Email: [provider@pac.bluecross.ca](mailto:provider@pac.bluecross.ca)

## **CDA Contact**

NFP Program related questions:

April Carr

NFP Program Administer

Programs and Services Associate

[acarr@cda-adc.ca](mailto:acarr@cda-adc.ca)

613-520-5051