

NFP Dental Clinic Process Aids

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.

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 predeterminations/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: <u>hsingh@pac.bluecross.ca</u>

Provider Related Questions: Shadi Famili Assistant Manager, Claims Policy and Standards Phone: 604-419-2633 Email: sfamili@pac.bluecross.ca

NFP CDAnet Pilot questions: Email: provider@pac.bluecross.ca

CDA Contact

NFP Program related questions: April Carr NFP Program Administer Programs and Services Associate acarr@cda-adc.ca 613-520-5051

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