

CDAnet BC Non-Profit Participation Registration Process

Steps	Description
Step 1	The Not-For-Profit (NFP) contacts the British Columbia College of Oral Health Professionals (BCCOHP) to obtain proof of Permission to Operate a Not-For-Profit Dental Clinic.
Step 2	NFP contacts the Canadian Dental Association (CDA) for a CDAnet Pilot Participation (CPP) agreement. cdanet@cda-adc.ca or acarr@cda-adc.ca
Step 3	NFP submits completed CPP agreement and proof of permission to operate from BCCOHP to CDA via email.
Step 4	CDA verifies the accuracy of the information and assigns a General Practitioner Unique Identification Number (UIN) and a CDAnet office number (if not already existing) for the NFP dental clinic, and a specialty UIN if requested. CDA notifies the clinic, BCDA and PBC via email.
Step 5	CDA provides login credentials to a staff admin account with the Practice Support Services (PSS) website to manage office information. Staff admin signs into the CDA PSS website (https://services.cda-adc.ca/) to subscribe to ITRANS and to download the required CDA Digital IDs for each UIN.
Step 6	NFP logs into the BCDA website and downloads the PBC application/change form and the PBC Memorandum of Understanding (MOU).
Step 7	NFP email completed application and signed MOU to PBC Provider Relations department provider@pac.bluecross.ca . Indicate "CDAnet Pilot" in subject line of email.
Step 8	PBC completes registration process. Sends welcome email to NFP and activates new clinic UIN/office number.
Step 9	Eligible claims for all services with a date of service from the CDA effective date of registration onward can then be submitted through CDAnet.

PBC Contacts

Claims Related Questions:

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Provider Related Questions:

Shadi Famili

Assistant Manager, Claims Policy and Standards

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NFP CDAnet Pilot questions:

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CDA Contact

NFP Program related questions:

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