

# Directory accuracy quarterly attestation

Delta Dental of Virginia has streamlined the directory accuracy attestation process! By utilizing the dentist portal, offices can quickly and easily review their information and submit change requests.

## HOW IT WORKS

On the dentist portal, offices with participating dentists will be prompted through the following steps to attest that their information is correct on a quarterly basis.

① A red triangle will appear in the upper-right hand corner of the dashboard when attestations are needed.



② To view your office’s information, click the red triangle, which will take you to the “My Profile” section of the dentist portal.

③ In the “My Profile” section, locations that need an attestation completed will have “To Do” listed in the drop down.

④ To review a location’s information, click the corresponding green link that says “View Facility Report.”

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# Directory accuracy quarterly attestation (continued)



- 5 If all information is accurate in the “Facility Report,” use the drop down and select “Correct” and submit the attestation for the location.
- 6 If all information is not accurate in the “Facility Report,” use the drop down and select “Incorrect” and a text box will appear. Use this text box to let us know what needs to be updated. Change requests will be sent to Delta Dental of Virginia’s Professional Relations team for processing once you click “Submit.”

When all necessary attestations are complete, the red triangle will disappear for the remainder of the quarter and reappear when it’s time for the next attestation.

If you have questions, please contact your Network Development Specialist or email the Professional Relations team at [ProfessionalRelations@deltadentalva.com](mailto:ProfessionalRelations@deltadentalva.com).

