

Recredentialing Packet

Participating dentists are required to recredential every three years. The Provider Relations team at Delta Dental of Virginia will reach out to Virginia dentists when it is time to recredential.

Upon receipt of notification, please submit the below recredentialing documents at your earliest convenience:

- Individual Practitioner Profile form signed and dated by the dentist
- Proof of current malpractice insurance (showing the dentist's name and policy date range)
- A copy of your Virginia DEA license or signed DEA Waiver
- EFT direct deposit enrollment form if not already enrolled

Completed recredentialing information can be emailed to Credentialing@deltadentalva.com, or faxed to 540.491.9702.



Individual Practitioner Profile

Complete this form in its entirety and **email it to ProviderRelations@deltadentalva.com** or fax it to 540.491.9709.

_____/_____/_____
First name Middle name Last name Date of birth

Other names used, if applicable

Gender: Female Male Private Nonbinary

Race/ethnicity: American Indian or Alaska Native Asian Black or African American
 Hispanic or Latino Native Hawaiian or Other Pacific Islander White
 Prefer not to disclose

Virginia Dental License Number

National Provider Identifier Number (NPI)

Dentist email address

Office email address

Recredentialing email address

Dental school attended

Year of graduation

Name of specialty, if applicable

Specialty program completed

Year of graduation

Are you a Board Certified specialist? Yes No **(Certificate is required – please attach a copy)**

Do you administer any level of anesthesia other than local anesthetic or nitrous oxide sedation?

Yes No **(Anesthesia Permit is required – please attach a copy)**

The American Academy of Pediatric Dentists defines special health care needs to be any physical, developmental, mental, sensory, behavioral, cognitive, or emotional impairment or limiting condition that requires medical management, health care intervention, and/or use of specialized services or programs.

Do you treat children who are intellectually disabled or have special needs? Yes No

Do you treat adults who are intellectually disabled or have special needs? Yes No

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INDIVIDUAL PRACTITIONER PROFILE (CONTINUED)

- 1. Have any malpractice claims or suits ever been filed against you? Yes No
- 2. Has your professional license in any state ever been denied, revoked, limited, suspended, put on probation or voluntarily relinquished? Yes No
- 3. Has your DEA permit ever been denied, revoked, limited, suspended, or voluntarily relinquished? Yes No
- 4. Have you ever been convicted of a criminal offense? Yes No
- 5. Have you ever been disciplined by a state board of dental examiners or a misconduct board? Yes No
- 6. Have you ever been subject to peer review action? Yes No
- 7. Have you ever had, or do you currently have, a chemical dependency or substance abuse condition? Yes No
- 8. Do you have any mental or physical condition that results in an inability to perform the essential functions of your profession, with or without accommodation? Yes No
- 9. Do you now or have you ever had any sanctions against you by the Office of Inspector General (OIG), Medicare and/or Medicaid? Yes No
- 10. Are you eligible for DEA or CDS certification? Yes No
- 11. If applicable, are your hospital privileges in good standing? Yes No
- 12. Does your office use infection control and barrier techniques according to CDC standards? Yes No
- 13. Does your office clean and heat sterilize high-speed, air-driven hand pieces and prophylaxis angles after each patient? Yes No
- 14. Do you take initial medical/dental history with periodic updates? Yes No
- 15. Do you routinely use a dental or medical consent form for treatment? Yes No

If you answered “yes” to questions one through seven, please provide dates, circumstances and dispositions on a separate sheet of paper.

I hereby certify that the information provided and the answers to the questions on this profile are accurate and complete. I agree to immediately notify Delta Dental of Virginia in writing of any changes, including any changes to my professional liability insurance. I hereby give Delta Dental permission to request information from other entities regarding my professional credentials and qualifications. This release of information will not remain valid in the event the Participating Dentist Agreement is terminated.

_____/_____/_____
Signature Date



Statement for Providers without DEA License

I attest to the fact that I do not have a Drug Enforcement Administration (DEA) License because I do not administer medications in my office that would require a DEA License.

Signature _____ Date _____

Printed Name _____ License # _____

Complete this form in its entirety and **email it to ProviderRelations@deltadentalva.com** or fax it to 540.491.9709.

Reason for submission: <input type="checkbox"/> New EFT/ERA authorization: complete A, B, C, D, E and H <input type="checkbox"/> Cancel EFT/ERA: complete A and G <input type="checkbox"/> Changes to an existing EFT/ERA authorization: complete A, B, C, E, F and H			
A. Office information			
Provider's complete legal name		Practice name	
Address	City	State	Zip
Phone ()	Fax ()		
Name of office contact		Email address for payment notifications	
Provider National Provider Identifier (NPI), if applicable		Office Tax Identification Number (TIN)	
Provider license number		Issuing state	
<p>Please indicate which locations you would like to have this Direct Deposit Form include:</p> <input type="checkbox"/> Only this location <input type="checkbox"/> All locations <input type="checkbox"/> I will attach the address of the locations			
B. Banking/financial institution information (please print or type)			
Financial institution's name		Account number	Routing number
Address	City	State	Zip
Phone ()	Type of account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings		
C. EFT/ERA enrollments			
<input type="checkbox"/> Opt-in to National EFT/ERA: Receive electronic payments from Delta Dental of Virginia and all other Delta Dental member companies. <input type="checkbox"/> Opt-out to National EFT/ERA: Receive electronic payments from Delta Dental of Virginia only. If you select this option, you will receive paper checks from all other Delta Dental member companies.			
D. EFT/ERA consent			
<p>In consideration for the provision of direct deposit services, by signing below, and notwithstanding any language to the contrary herein, you hereby acknowledge and agree that (i) any information you have provided, including but not limited to, the information you supplied under the heading "Banking/Financial Institution Information" above, may be transferred, shared or otherwise provided by us to or with any entity that is an affiliate of Delta Dental, as defined above, with other Delta Dental member companies and their affiliates, and with Delta Dental Plans Association, for use in connection with funds to be deposited to your account, (ii) any election to discontinue enrollment in this direct deposit program will take thirty (30) business days to process, and may not be effective to halt any deposits that were initiated while your enrollment in this direct deposit program was in effect, and (iii) in the absence of gross negligence or willful misconduct, neither we, any of our members and affiliates, other Delta Dental member companies and their affiliates, or Delta Dental Plans Association, will be responsible for any damages, or for any fee, charge or other expense assessed against the Bank Account identified above, in connection with this direct deposit program. Further, by signing below, you represent and warrant that (i) all of the information you supplied is true and accurate, (ii) the information provided under the heading "Banking/Financial Institution Information," above, identifies a bank account held by the Business you identified above, and (iii) the signatory to this Direct Deposit Enrollment Form ("Form") has all necessary power and authority to execute this Form. Contact your financial institution to arrange for the delivery of the CORE-related Minimum CCD+ Data Elements necessary for successful re-association of the EFT payment with the ERA remittance advice.</p>			

CONTINUED ON NEXT PAGE

E. New authorization

I authorize and request Delta Dental of Virginia to send the net claims check directly to my bank or other financial institution as specified in Section B of this form. I understand that by doing this, I will begin receiving an ERA statement as an Explanation of Benefits (EOB). I understand I may terminate this agreement at any time by completing another "Direct Deposit Authorization" or in any event by sending a thirty (30) day written notice to terminate (with new request/instructions for future payment).

Dentist Signature _____ Date signed _____

F. Change authorization statement

I authorize and request Delta Dental of Virginia to make the changes indicated on this form. I will allow Delta Dental of Virginia thirty (30) days from date of receipt of this document to accomplish these changes.

Dentist Signature _____ Date signed _____

G. Cancellation statement

I authorize and request Delta Dental of Virginia to terminate authorized direct deposits to my account. By doing this, I understand that I will no longer receive an Explanation of Benefits (EOB) through an ERA statement. I understand that all future payments will be made via a paper check and that ERA statements will come in the form of a paper EOB. I will allow Delta Dental of Virginia a thirty (30) day notice from receipt date of this document to accomplish these changes. Unless otherwise noted, upon such cancellation, (future) payments will be made to the participating dentist.

Dentist Signature _____ Date signed _____

H. This step is EXTREMELY important and required for your application to process.

To complete your application, attach one of the below:

- Voided check
- Letter from your bank (on letterhead) with account and routing numbers

FOR INTERNAL USE ONLY

Phone number	Contact name
Date	Time
<input type="checkbox"/> Pay to email	<input type="checkbox"/> System match
<input type="checkbox"/> New bank name	<input type="checkbox"/> New account number, last 4 digits:
<input type="checkbox"/> Prior bank name	<input type="checkbox"/> Prior account number, last 4 digits:
Pay to address:	
Provider Relations representative	
Auditor	Audit date