

# Denti-Cal Bulletin



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www.denti-cal.ca.gov

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## *Using Denti-Cal Forms and Envelopes*

When submitting forms to the Denti-Cal program, providers must use Denti-Cal supplied inventory. Only Denti-Cal specific, State-approved forms are accepted by Denti-Cal. All other forms will be returned without processing.

Please remember the following when using and submitting Denti-Cal inventory:

- ◆ Use only **original** Denti-Cal forms. Duplicates, copies, or any other forms not supplied by Denti-Cal will neither be accepted nor processed.
- ◆ Use **NPI** numbers for billing provider identification (field 20) and rendering provider identification (field 33) on TAR/Claim forms.
- ◆ Sign forms using blue or black ink.
- ◆ Do not cut or trim Denti-Cal forms or envelopes.
- ◆ Use only Denti-Cal x-ray envelopes (DC-014E, DC-014F, DC-214A, and DC-214B) when submitting radiographs.
- ◆ If radiographs need to be returned, affix a “Do Not Recycle” sticker to the x-ray envelope.
- ◆ Do not affix postage to x-ray envelopes.
- ◆ Use original, Denti-Cal provided EDI labels and not copies.
- ◆ Use Denti-Cal envelopes only once.

Denti-Cal inventory can be ordered free of charge using the Forms Reorder Request (DC-204). Please fax completed reorder forms to (877) 401-7534.

### **Denti-Cal Seminars Scheduled for September 2009**

Basic Seminar/D238	San Diego	September 24, 2009
Basic Seminar/D239	Santa Ana	September 25, 2009

For questions, please contact the Denti-Cal Telephone Service Center at (800) 423-0507.