

# Denti-Cal Bulletin



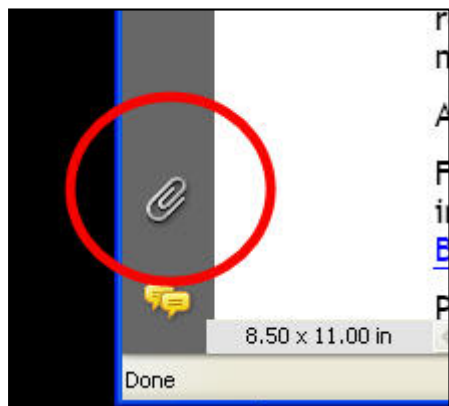
Volume 26, Number 03, February 2010  
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## *Updated Forms Reorder Request*

Denti-Cal has redesigned the Forms Reorder Request form (DC-204), combining standard Denti-Cal inventory and EDI inventory into a single form. Providers will receive these new forms with their orders beginning in February 2010.

Providers can use the new form immediately by clicking on the paperclip icon on the lower-left corner of the Adobe Acrobat Reader window:



Additionally, this form is available for download on the Denti-Cal Web site:

[http://www.denti-cal.ca.gov/provsrvcs/forms/dc204\\_form.pdf](http://www.denti-cal.ca.gov/provsrvcs/forms/dc204_form.pdf).

Previous versions of the DC-204 and EDI order forms will continue to be accepted and processed.

## *Tips for Ordering Denti-Cal Inventory*

To reduce confusion and processing delays for Denti-Cal inventory orders, providers should:

- ◆ Specify the total amount needed (in increments of 50) in the quantity box. For example, a provider needing 450 of the DC-202 TAR/Claim forms should write “450” in the quantity box and not “9.”
- ◆ Submit orders by fax or by mail, not both. Submitting the same order by both fax and mail will delay order processing.
- ◆ Only order a month’s worth of inventory per order. Ordering too much inventory causes order processing delays.
- ◆ Contact the Telephone Service Center with questions or problems regarding orders. Providers should not fax questions or problems to the fax number or try to contact the printer directly.
- ◆ Remember that orders can take up to 10 business days to be filled, which does not including shipping time.

### ***Obsolete Inventory***

The following forms are obsolete:

◆ DC-001A**	◆ DC-001D**	◆ DC-009A	◆ DC-017A	◆ DC-014B
◆ DC-001B**	◆ DC-002A	◆ DC-008	◆ DC-017B	◆ DC-014C
◆ DC-001C**	◆ DC-002B	◆ DC-009B	◆ DC-014A	◆ DC-014D

\*\* Forms that are no longer accepted. If received, Denti-Cal will send them back unprocessed.

Orders received for obsolete inventory will not be filled. Providers are encouraged to use the current Denti-Cal Forms Reorder Request attached to this bulletin.

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