

Federal Government Programs Dental Office Toolkit® Quick Reference Guide

What Is the Dental Office Toolkit®?

An online, self-service tool that allows you and your staff to

- Check eligibility for your TRICARE Retiree Dental Program (TRDP) patients
- Access specific benefit information such as percentage allowances, remaining deductible and annual maximum amounts, and procedure frequencies and/or limitations
- Submit claims and predeterminations electronically, as well as check claim status and edit/delete claims on the same day they are submitted
- Receive payments electronically and have them deposited directly into your bank account (you will be notified of the deposit online)

All this is available to you and your office — with no fees and at a time that is convenient for you!

How do I get started?

First, log on to **ddfptoolkits.com** to begin your registration. Click on the “Not yet registered?” area and enter the following information, as requested:

- License Number (dentist’s dental license number)
- License State Code
 - From the pull-down menu, select the state in which the dentist’s dental license was issued
- Tax Identification Number (TIN)
- Service Office ZIP Code

To continue to the next step, click on the “Find Provider” button. Your TIN and license status are now being validated. Once this information is validated, you will be prompted to

- Select the Office you wish to register
- Create a User ID for that office
- Create and enter a Password
 - Password must be 14 characters long and include at least one uppercase letter, one lowercase letter, one number and one special character
- Retype Password for verification
- Select a Security Question from the pull-down list and provide the answer
 - Both the question and answer will be required to verify your identity, if necessary

You will receive a message acknowledging you have successfully registered on the Dental Office Toolkit®. Within about 10 days of completing your registration, Delta Dental will mail you a letter containing an unlock code. Click on the “Unlock account” area at the bottom of the login screen of the Dental Office Toolkit®, then enter your Username and Unlock Code to access your account. If you do not receive the letter with the unlock code, please call 888-838-8737 for assistance.

Congratulations! You are now ready to take full advantage of all the great features the Dental Office Toolkit® has to offer you and your TRDP patients.

User ID: _____ Password: _____