

**Dental Expense Claim**

**To Be Completed by Employee** (You must review the important statements on page 2 and sign where indicated before completing this section of the form.)

1. Patient First Name _____ Middle _____ Last _____			2. Relationship to Employee <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other		3. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	4. Married? <input type="checkbox"/> Yes <input type="checkbox"/> No	5. Patient Date of Birth Mo. / Day / Year _____	6. For Office Use
7. If Full Time Student (Age 19 or Over) School _____ City _____ State _____			8. EMPLOYEE Social Security / ID Number _____		9. If Disabled (Age 19 or Over) <input type="checkbox"/> Yes <input type="checkbox"/> No		10. Name of Group Dental Program _____	
11. Employee First Name _____ Middle _____ Last _____			12. Employee Date of Birth _____		13. Office Phone (Area Code) _____			
14. Employee Residence Mailing Address _____			15. City, State, Zip _____					
16. Are other Family Members Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No Name _____ Social Security / ID Number _____			17. Date of Birth _____		18. Name and Address of Employer for Item 16 _____			
19. Is Patient Covered by Another Dental Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No Dental Plan Name _____			(If Yes, complete the following:) Group No. _____		Name and Address of Carrier _____			
20. I Authorize Release of any Information Relating to this Claim (Signature of Patient or Signature of Authorized Representative if Minor) _____ Date _____ If Authorized Representative, Relationship to Minor _____			21. I Certify that the Above Information is Correct. Employee Signature _____ Date _____		22. I Authorize Payment Directly to the Below Named Dentist. Employee Signature _____ Date _____			

**To Be Completed by Dentist**

23. Dentist Name _____		24. Mailing Address _____ City _____ State _____ Zip _____			
25. Dentist Social Security Number or T.I.N. _____		26. Dentist License Number _____		27. Dentist Phone Number _____	
28. First Visit Date Current Series _____	29. Place of Treatment <input type="checkbox"/> Office <input type="checkbox"/> Hospital <input type="checkbox"/> ECF <input type="checkbox"/> Other _____			30. Radiographs or Models Enclosed? <input type="checkbox"/> Yes <input type="checkbox"/> No How Many? _____	
31. Is Treatment Result of Occupational Illness or Injury? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, Enter Brief Description and Dates) _____			32. Is Treatment Result of Auto Accident? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, Enter Brief Description and Dates) _____		
33. Other Accident? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, Enter Brief Description and Dates) _____			34. Are any Services Covered by Another Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, Enter Brief Description and Dates) _____		
35. If Prosthesis, is this Initial Placement? <input type="checkbox"/> Yes <input type="checkbox"/> No (If No, Reason for Replacement) _____					36. Date of Prior Replacement? _____
37. Is Treatment for Orthodontics? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Services Already Commenced, Enter Date Appliance Placed _____			Months of Treatment Remaining _____

**Dentist's** —  Pretreatment Estimate  Statement of Actual Services (*Be sure to sign below*)\*

<p style="font-size: small;">INDICATE MISSING TEETH WITH AN "X"</p>	38. Examination and Treatment Plan – List in Order From Tooth #1 through Tooth #32 (Use Charting System Shown)						
	Tooth # or Letter	Surface	Description of Services (Including X-Rays, Prophylaxis, Materials Used, Etc.)	Date Service Performed Mo. / Day / Year	ADA Procedure Number	Fee	For Carrier Use Only

39. I hereby Certify That The Services Listed Above <input type="checkbox"/> Will Be <input type="checkbox"/> Have Been Performed			Total Fee Actually Charged	
* Signature of Dentist _____ Date _____				
40. Address where treatment was performed				
Street _____		City _____		State _____ Zip _____

If you are covered under a self-insured plan or insured under a policy issued in any state other than those listed below, or if you reside in any state other than those listed below, then the following warning may apply to you:

**Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or a statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.**

If you are insured under a policy issued in one of the following states, or if you reside in one of the following states, one of the following state warnings may apply to you:

**New York (only applies to Accident and Health Benefits (AD&D/Disability/Dental):** I know it is a crime to fill out this form with facts I know are false or to leave out facts I know are important. I know that if I do this, I may also have to pay a civil penalty of up to \$5,000 plus the value of the claim.

**Florida:** Any person who knowingly and with intent to injure, defraud or deceive any insurer files a statement of claim containing any false, incomplete or misleading information is guilty of a felony of the third degree.

**Massachusetts:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or a statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, and may subject such person to criminal and civil penalties.

**New Jersey:** Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

**Oklahoma:** Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

**Kansas and Oregon:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or a statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto may be guilty of insurance fraud, and may be subject to criminal and civil penalties.

**Virginia:** Any person who, with the intent to defraud or knowing that he is facilitating a fraud against an insurer, files a claim containing a false or deceptive statement may have violated state law.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

### Please Review Before Submitting Claim

#### Information for Employee

1. Complete your section of the claim form (items 1 through 21) in full to assure positive identification and prompt payment. Please print or type.  
**Note:** Item 8 (Employee Social Security / ID Number) **must be completed** for the claim to be processed.
2. **Patient Consent.** By signing item 20 the **patient** (or parent or other authorized representative) consents to the use and disclosure of information relating to the services provided by the dentist or health care professional for the purpose of treatment, payment or health care operation, including submission of a claim for dental benefits to a provider or administrator of dental benefit plans. This consent will be valid for as long as the patient is entitled to coverage under a dental plan. You are entitled to a copy of this consent. This consent may be revoked in writing delivered to your dentist or health care professional, but such revocation will not affect any action taken in reliance on this consent prior to revocation. Upon receipt of revocation or refusal to sign a consent, your dentist or health care professional may decline to provide or continue treatment. If this consent is signed by the authorized representative of the patient, the relationship of the authorized representative must be provided in item 20.
3. You must sign the claim form item 21.
4. You can arrange for MetLife to make payment directly to the dentist by completing item 22. If you wish benefits to be paid directly to yourself, do not complete item 22. In either case, a statement of benefits paid will be sent to you.
5. If total charges for the planned course of treatment are expected to be \$300 or more, the form should be completed and submitted to MetLife **prior to the commencement of the course of treatment** for a pretreatment estimate of benefits. MetLife will notify you of your benefits payable.  
(If you wish, a pretreatment estimate may be requested for anticipated dental expenses of less than \$300.)
6. If total charges for the planned course of treatment will be less than \$300, the claim form should be completed when treatment is completed and mailed to the address shown below.  
**Dental Coverage is subject to specific limitations and exclusions. Please refer to your booklet for a description of covered services, schedule of benefits payable, limitations and exclusions.**

#### Information for Attending Dentist

1. Benefits are payable in accordance with four Classes of Services. It is therefore important that a separate fee is indicated for each item of service performed.
2. If total charges for a course of treatment are expected to be \$300 or more, check the box noted "Pretreatment estimate" and complete items 23 through 39. The completed claim form should be sent to the address shown below **prior to the commencement of the course of treatment**. MetLife will review the claim (and any supplementary information required) and notify your patient of the benefits payable.
3. If the address where treatment was performed is different than the mailing address in item 24, complete item 40.
4. Generally, we do **not** request x-rays where standard filling materials are used. Pre-operative x-rays are requested **only** in connection with prosthetics, fixed bridgework, or cast restorations. Occasionally we may request x-rays that relate to other dental services.  
In an effort to reduce your costs and inconvenience, we request your cooperation in submitting x-rays **only** in the above mentioned circumstances or when specifically requested. This will also enable us to expedite the processing of a pretreatment estimate.
5. If authorized by the employee, benefit payments will be made directly to you.

#### Mail Completed form to:

**MetLife Dental Claims**

**P.O. Box 981282**

**El Paso, TX 79998-1282**

**Employees: 1-800-942-0854**

**Dentists: 1-877-638-3379**