



**IMPORTANT NOTICE**  
PRE-DETERMINATION REQUIRED  
FOR \$600 OR MORE

**X-RAYS MUST BE ATTACHED IF  
CLAIM IS \$600 OR MORE**

SEE INSTRUCTIONS ON REVERSE SIDE

- Active   
Retired (Basic)   
Retired (Enhanced)

**DENTAL CLAIM FORM**

RETURN THIS FORM TO  
Faculty Association Suffolk Community College Benefit Fund  
c/o Daniel H. Cook Associates, Inc.  
253 West 35th Street - 12th Floor  
New York, New York 10001  
(212) 505-5050 • 1-800-342-6651

MEMBER

PATIENT NAME: (print last name first)		SEX <input type="checkbox"/> M <input type="checkbox"/> F	RELATIONSHIP TO MEMBER <input type="checkbox"/> Self <input type="checkbox"/> Child <input type="checkbox"/> Spouse <input type="checkbox"/> Other _____	PATIENT S.S. #	PATIENT DATE OF BIRTH Mo. DY. YR
MEMBER NAME. print last name first)		SEX <input type="checkbox"/> M <input type="checkbox"/> F	MEMBER S.S. #	MEMBER DATE OF BIRTH Mo. DY. YR.	BARGAINING UNIT <input type="checkbox"/> Act. <input type="checkbox"/> Ret. <input type="checkbox"/> FA <input type="checkbox"/> PT <input type="checkbox"/> FA <input type="checkbox"/> Guild <input type="checkbox"/> Other
HOME ADDRESS. Number and Street			APT.	HOME PHONE (include area code)	
CITY			STATE	ZIP	WORK PHONE (include area code)
IS YOUR SPOUSE EMPLOYED? YES <input type="checkbox"/> NO <input type="checkbox"/>					IF "YES" GIVE NAME AND ADDRESS OF YOUR SPOUSE'S EMPLOYER
					SPOUSE'S S.S. #
ARE DENTAL BENEFITS IF "YES" GIVE NAME OF CARRIER AND I.D. NO. OF SUBSCRIBER AVAILABLE FROM ANY OTHER CARRIER FOR THIS PATIENT? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES. SPOUSE BIRTHDATE _____ MONTH _____ DAY _____ YEAR					
<p>I CERTIFY THAT THE INFORMATION GIVEN IS CORRECT AND AUTHORIZE RELEASE OF ANY INFORMATION NECESSARY TO PROCESS THIS CLAIM. BENEFITS ARE NOT PAYABLE UNDER ANY OTHER GROUP PLAN EXCEPT AS INDICATED ABOVE.</p> <p>Member Sign Here _____ Date _____</p>					

DENTIST NAME	IS TREATMENT RESULT OF OCCUPATIONAL ILLNESS OR INJURY?	NO	Yes	IF YES, ENTER BRIEF DESCRIPTION AND DATES
MAILING ADDRESS	IS TREATMENT RESULT OF AUTO ACCIDENT? OTHER ACCIDENT?			
CITY, STATE, ZIP	ARE ANY SERVICES COVERED BY ANOTHER PLAN?			
DENTIST SOC. SEC. or T.I.N. DENTIST LICENSE NO. DENTIST PHONE NO..	IF PROSTHESIS. IS THIS INITIAL PLACEMENT?			(IF NO. REASON FOR REPLACEMENT) DATE OF PRIOR EMPLOYMENT
FIRST VISIT DATE PLACE OF TREATMENT RADIOGRAPHICS CURRENT SERIES Office Hosp. ECF Other OR MODELS	YES	NO	HOW MANY?	IS TREATMENT FOR ORTHODONTICS?
				IF SERVICES DATE APPLIANCES ALREADY PLACED COMMENCED ENTER: MOS. TREATMENT REMAINING

DENTIST

<p>Indicate missing tooth with W</p> <p>REMARKS FOR UNUSUAL SERVICES ON ATTACHMENT CHECK</p>	<b>USE CHARTING SYSTEM AT LEFT. DESCRIBE YOUR TREATMENT PLAN OR SERVICES COMPLETED.</b>						OFF. USE	
	Tooth or Letter	Sur-face	DESCRIPTION OF SERVICE (including X-RAYS, PROPHYLAXIS. MATERIALS USED. etc.) LINE NO.	Date Service Performed	CDT Procedure Number	FEE		

MEMBER

- CHECK ONE ONLY -		TOTAL FEE CHARGED	
<input type="checkbox"/> DENTIST'S TREATMENT PLAN (PRE-DETERMINATION): I hereby certify that the above procedures are necessary to be performed.	<input type="checkbox"/> DENTIST'S STATEMENT OF ACTUAL SERVICES: I hereby certify that the above procedures were rendered on the dates indicated.		
_____ Dentist's Signature	_____ Date	_____ Dentist's Signature	_____ Date
<input type="checkbox"/> Oral Surgery <input type="checkbox"/> Orthodontics <input type="checkbox"/> Endodontics		<input type="checkbox"/> Oral Surgery <input type="checkbox"/> Periodontics <input type="checkbox"/> Other	
<p>I certify that to the best of my knowledge the dental procedures listed above were actually performed and the dates on which they performed are accurate. Signature _____ Date _____</p> <p style="text-align: center;">PLEASE NOTE THAT THIS MUST BE SIGNED BY THE MEMBER/PATIENT IN ORDER FOR THIS CLAIM TO BE PROCESSED.</p>			

**THIS FORM WILL BE RETURNED IF IT IS INCOMPLETE OR INCORRECT**

## **NOTICE TO MEMBERS**

PRE-DETERMINATION BY THE FUND'S DENTAL CONSULTANT IS REQUIRED FOR ANY PROPOSED COURSE OF TREATMENT IN WHICH A DENTIST CHARGES WILL AMOUNT TO \$600 OR MORE. X-RAYS MUST BE INCLUDED WITH TREATMENT PROGRAMS SUBMITTED FOR PRE-DETERMINATION. Pre-determination by the Fund's Dental Consultant is limited to the approval of the course of treatment proposed; it does not include approval of payment for services not covered under the Dental Plan, the patient's eligibility or guaranteed payment. Completed treatment accounting to \$1,000 or more may require examination of patient by Fund's Consultant Dentist before payment is made.

- 9 CLAIM MUST BE SUBMITTED WITHIN ONE YEAR AFTER COMPLETION OF COURSE OF DENTAL TREATMENT.
- 0 Bring a claim form with you when you visit your dentist. Complete your part - give all the information required. **DISCUSS FEES BEFORE SERVICES ARE PERFORMED.** If you have any questions about your dental benefits, contact the Dental Program Administrator.
- 0 A covered patient may go to any dentist, anywhere, and the amount of payment is the same regardless of the dentist chosen.
- 0 Please make sure you have signed the dental procedure certification box on the bottom of the claim form.
- 0 Mail this form to: Faculty Association Suffolk Community College  
Benefit Fund  
c/o Daniel H. Cook Associates, Inc.  
253 West 35th Street - 12th Floor  
New York, New York 10001 Telephone: (212) 505-5050 or 1-800-342-6651
- 0 Active member and retiree benefits under this plan have been made available by the Trustees and are always subject to modification or termination in the exercise of the prudent discretion of the Trustees.

**DEPENDENT STUDENT COVERAGE:** An unmarried child who is a full time student will be covered up to age 25(12 hours enrolled for undergraduate credits or 6 hours graduate credits). Proof of student status must be submitted to the Fund before a claim can be honored. Such proof consists of completion of FA Benefit Fund Student Verification Form or a letter from the college or university attesting to his/her full time attendance during the period that dental services were performed. If this proof has already been recorded with the Fund, it is not necessary to resubmit it with this claim.

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## **NOTICE TO DENTISTS**

- 0 Please note that copies of signatures and "signatures on file" will not be accepted by the Fund office and the claim form will be returned to you. There is no assignment of benefits under this dental program unless you are a participating provider.-
- 0 Pre-Treatment Determination must be filed not later than 30 days after examination.
- 0 If services rendered are for emergency treatment or due to an accidental injury, Pre-Determination will not be necessary.
- 0 PRE-DETERMINATION BY THE FUND'S DENTAL CONSULTANT IS REQUIRED FOR ANY PROPOSED COURSE OF TREATMENT IN WHICH A DENTIST CHARGES WILL AMOUNT TO \$600 OR MORE. X-RAYS MUST BE INCLUDED WITH TREATMENT PROGRAMS SUBMITTED FOR PRE- DETERMINATION. Pre-determination by the Fund's Dental Consultant is limited to the approval of the course of treatment proposed; it does not include approval of payment for services not covered under the Dental Plan, the patient's eligibility or guaranteed payment. Completed treatment amounting to \$1,000 or more may require examination of patient by Fund's Consultant Dentist before payment is made.
- 0 All procedures must have corresponding CDT/ADA procedure codes listed in order to be processed.

FUND DENTAL CONSULTANT REMARKS:

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**ANYONE INTENTIONALLY MISUSING THIS FORM FOR THE PURPOSE OF OBTAINING IMPROPER PAYMENTS IS SUBJECT TO APPROPRIATE ACTION.**