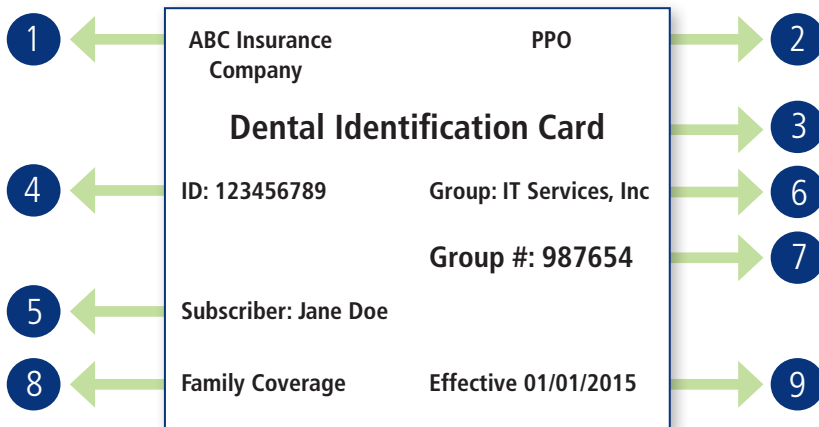


# How to Read an Insurance Card

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It is important for dental team members to understand how to read a dental benefits card in order to include the proper information on each dental claim when submitted. Below is a sample card. Note that not all payers' identification cards will contain the same information.

## Front of Card



## Sample Dental Insurance ID Card Key

- 1 Name of insurance company
- 2 Type of dental plan (PPO, DMO, DHMO, indemnity, etc.)
- 3 Indicates this is a dental benefits card not a medical benefits card
- 4 Subscriber ID number
- 5 Subscriber name
- 6 Group name
- 7 Group number
- 8 Some cards will indicate who is covered (family coverage, subscriber/employee only, employee + spouse, employee + dependents, etc.)
- 9 Plan effective date (this does not confirm eligibility)
- 10 Address for paper claim submission
- 11 Payer ID number used when submitting electronic claims
- 12 Phone number of payer to verify eligibility and benefits
- 13 Website address of payer (many payers allow verification of eligibility and benefits via the payer website)
- 14 The verbiage "Administered by" or "Administration Services Only (ASO)..." always indicates this is a self-funded plan

## Back of Card

