

# PATIENT LOGIN INSTRUCTIONS

Each time a Dental Benefit Program patient visits your practice, it is critical you log these patients into the website. The Cooperative routinely emails registered patients who have not visited a dentist within the last year and encourages them to visit a DBP provider. When you log a patient in the website, you take this patient from the email list for one year. **Logging a patient every time they visit is critical.**

The Dental Benefit Program requires participating patients to activate their card prior to use. The benefit card has two different grey boxes used as identifiers for groups and patients:

The screenshot shows the 'Authorized Patient' login form. It features the 'dbp DENTAL benefit program' logo and the text 'Made Available Through:'. Below this is a link: 'To view fee schedule & activate card, visit [www.dentalbenefitprogram.com](http://www.dentalbenefitprogram.com)'. The form has two input fields: 'Group ID #' (highlighted with a red box) and 'Patient ID #' (highlighted with a blue box). To the right of the 'Group ID #' field is a red-bordered callout box containing the text: 'Group ID# - Code associated with a participating company or group and includes a corresponding fee schedule.' To the right of the 'Patient ID #' field is a blue-bordered callout box containing the text: 'Patient ID# - Code associated with a participating cardholder and is matched with the cardholders contact information and Group ID#.'

## When a patient presents a Dental Benefit Program card:

#1 - Go to [www.dentalbenefitprogram.com](http://www.dentalbenefitprogram.com) (this website address is also found on each DBP benefit card)

#2 - Click on the **DENTAL STAFF: LOG VISITS** link located on the far right side of the toolbar

HOME WHY JOIN? HOW IT WORKS EMPLOYERS & GROUPS FAQ **DENTAL STAFF: LOG VISITS »**

#3 - To verify that the card has been properly registered **AND** to view the associated fee schedule, enter the Group and Patient ID#s into the respective fields and press the "Login" button at the bottom of the screen.

The screenshot shows a form titled 'FOR DENTAL STAFF USE ONLY: LOG PATIENT VISIT AND VIEW FEE SCHEDULE'. It includes a photo of a woman thinking and the text 'PATIENT DOESN'T KNOW THEIR ID#?' with a link 'Click here to retrieve'. Below this are input fields for 'GROUP ID#' and 'PATIENT ID#', and a 'Login' button. A green button labeled 'INSTRUCTIONS FOR CO-OP MEMBERS' is also visible.

\* **If the cardholder activated the card but forgot to write down the Patient ID#** - Press the "**Click Here to Retrieve**" link on the left hand side. Enter the email used to activate the card. The Patient ID# will be sent to that email. Write the Patient ID# on the card and then enter the ID#s into the respective fields.

\* **If the cardholder has not activated their card** – You may activate their card for them by going to the home page and begin the brief activation process by selecting the button:

**GET STARTED  
NO COST**

#4 – Press the Select button to the left of your practice from the list of participating practices.

**Select** Gentle Dental Gerald Berg, 7001 S 900 East, Midvale UT

Once selected, you will be able to view the associated fee schedule and charge the patient accordingly.

**Be sure to go through steps 1-4 each time a DBP card is presented.**