



## DACnet™, the electronic claims network for Denturists

### **What you need to get your office ready to use Electronic Claims submission**

1. Software - Choose from one of the certified software vendors (available on The DAC website at [www.dacnet.org](http://www.dacnet.org) - Choose one. Your software vendor should be able to explain what you need to get your office up and running in terms of computers, or peripheral hardware.
2. Call the DACnet office Toll Free at 877-538-3123 to Request and complete the subscription agreement forms or visit the DACnet website ([www.dacnet.ca](http://www.dacnet.ca)) to complete the subscription agreement and fax or mail back to the association with payment. Wait for the unique provider numbers, office number and a start date, which will be provided by the DACnet Help Desk.

Skip to Step 4 if you are not planning on submitting claims for Accerta, ADSC- Alberta Dental Services Corporation (Alberta Employment, Immigration, and Industry Program) (Quikcard), Johnston Group, Manitoba Blue Cross and Pacific Blue Cross.

3. Sign up for instream CLAIMS™ - see note in red above.
4. Contact your software vendor and provide them with the Provider ID and Office ID received from DACnet

### **Computer or hardware peripherals needed**

To get the right computer for your office, ask your software vendor to send you a Hardware Specification List so you have the hardware requirements for the program you choose. Some of the peripherals you may need are:

You will need a LaserJet printer to print the EOB (Explanation of Benefits) for your patient, or your preauthorization EOBs, receipts etc.

You will need a backup system. Talk to your software vendor about what they recommend for your backup.

Once you have all 3 elements, you are ready to start taking advantage of the benefits of electronic claims submission!