

# Stewartville Public School

## Dental Benefits

### Benefit Summary

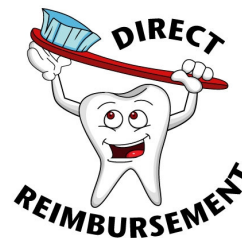
*Per covered family member, each plan year*

The first \$500 of dental expense is reimbursed at 100%

The next \$750 is reimbursed at 80%

Then 50% to the annual maximum of \$1600 per person

Orthodontic Benefit is included in the dental benefit



### Important Information:

Claim Administrator: DR Administrative Services, Inc. "DRADMIN"

Plan Year: October 1st - September 30th

Choice of Provider: Select ANY licensed dental provider.

Web Portal Group ID: STEWART

**Coverage Limitations and Exclusions:** Cosmetic care is not covered.

### How to File a Claim:

Your provider has two options:

1. He/she may provide treatment and *file the claim for you*.
2. He/she may ask you to pay the full amount of the claim and/or wait for you to obtain reimbursement from DRADMIN directly.

In either case, the provider's office may **file the claim electronically, by mail, fax or e-mail on your behalf**. DRADMIN will send payment to the employee.

If the provider's office cannot submit the claim, obtain an itemized bill from the provider at the time of service to submit to DRADMIN.

### Submit Claims to DRADMIN:

Mail (see below)

Electronically: Payer ID: DRAD1

Email: [claims@dradmin.com](mailto:claims@dradmin.com)

Fax: 1-888-791-1313

### Portal Registration

You may register onto the portal to check the status of claims you have submitted and to view claim history. Please follow the steps below:

1. Go to [www.dradmin.com](http://www.dradmin.com)
2. Click on "login".
3. Click on "members".
4. Click on "create account" on the right hand side.
5. Enter all information; subscriber ID is employee social security number (without the dashes) and group code is STEWART ((all in capital letters).
6. Create your log ID and password.
7. You will receive verification email within 24 hours.