



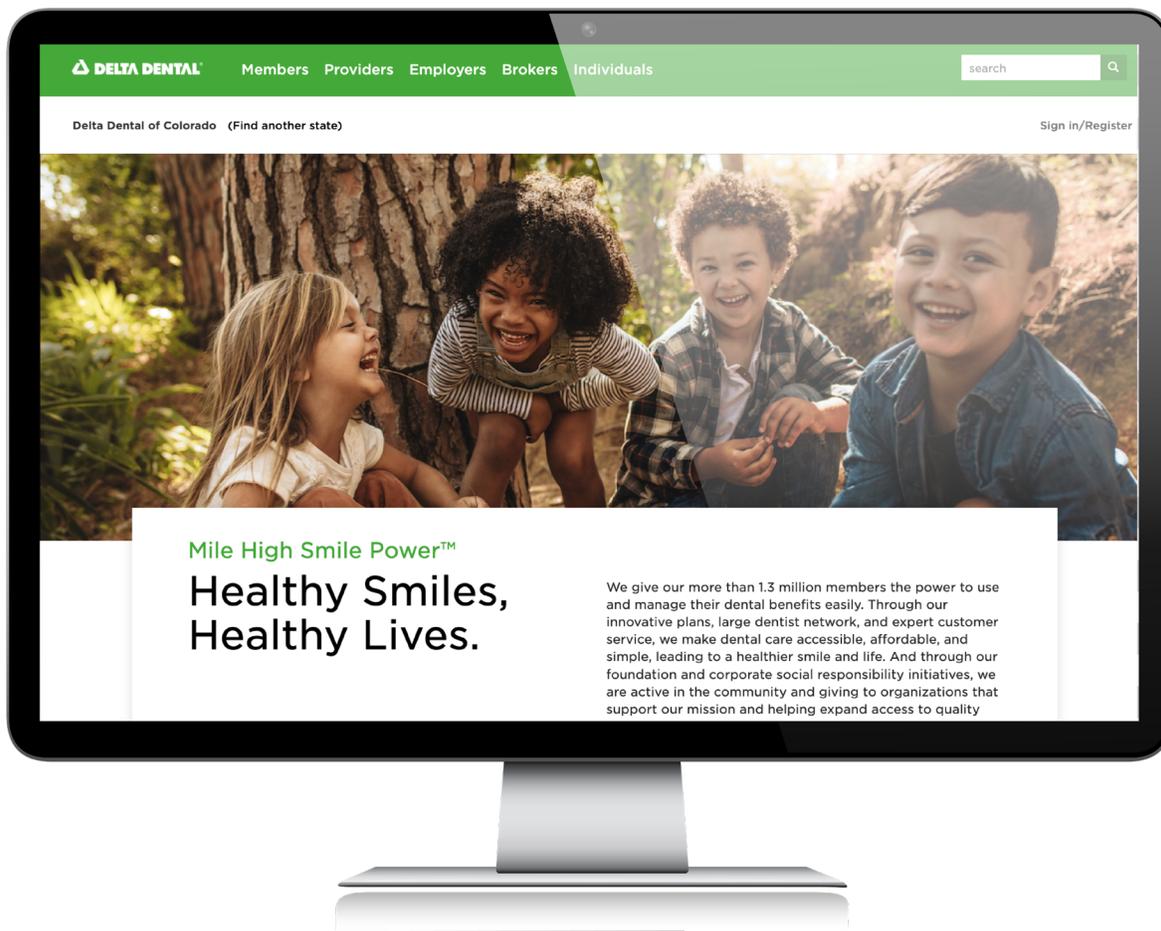
DELTA DENTAL OF COLORADO

Employer Guide

2024 Update



Delta Dental Gives You More...



Delta Dental does more to support your employees' oral health and protect your company's budget. With plan options backed by sound science and the nation's largest network of dentists, it's easy to see why more than 7,400 Colorado businesses choose Delta Dental of Colorado.



This guide will help you navigate the employer portal and additional helpful information as a new customer of Delta Dental of Colorado.

There are additional materials available on our resource library: deltadentalco.com/employers/employer-resources.html



Throughout this guide, you will see this icon to note where there is a supplemental video available.

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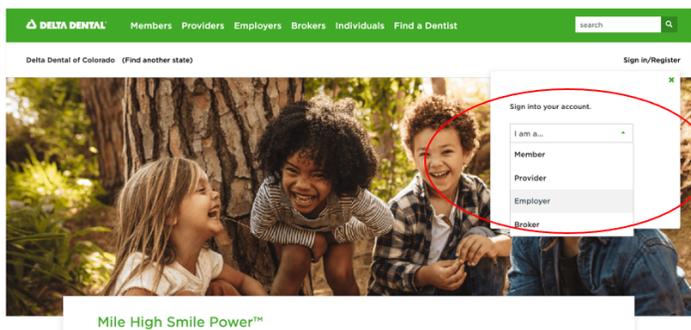
Employer Portal

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Delta Dental of Colorado Employer Guide

Logging in to the Employer Portal Creating an Account

- Please email DeltaDentalHub@ddpco.com to have your account created. You will need to complete and attach the [web authorization form](#). Once your account is created, you will receive an email from webportals@ddpco.com with your temporary password to log in for the first time.



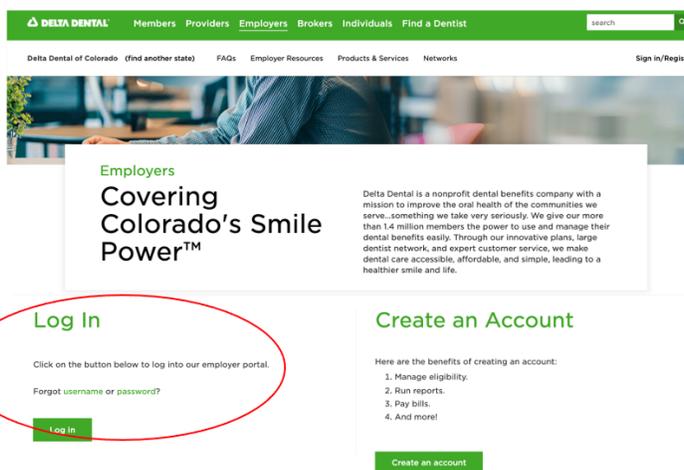
Logging On

There are two ways to log in:

1. Click on the **Sign in/Register** link on the top right-hand part of the page and select **Employer** from the I am a... dropdown menu, and click the green **Go** button. Enter your username and password and click **Log In**.

OR

2. Click on the **Employers** link at the top of the site and scroll down to Log In on the employer landing page, click **Log In**. Enter your username and password and then click **Sign In**.



- If you forget your username or password, go to the Employer Log In page and click **Forgot Username or Password** to retrieve your information.
- If you have access to more than one sub-account (or billing entity), you will need to select the one you want by clicking on the drop-down arrow next to your group name in the upper right-hand corner of the page.

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Reset Password

- To reset your password, look in the upper right-hand corner of the login page and click on the drop-down arrow next to your group name.
- Select **Edit Account**.
- Enter your first and last name and email associated with your employer portal account and hit **Reset Password**.

The screenshot shows the Delta Dental Employer Portal interface. At the top, there is a green header with the Delta Dental logo and navigation links: Dashboard, Benefits, Employees, Bills, Forms & Docs, and Reports. In the upper right corner, a user profile is displayed as 'Welcome Employer' with a dropdown arrow, which is circled in red. Below the navigation bar is the 'Edit Account' form. The form contains a 'Personal Information' section with input fields for 'FIRST NAME', 'LAST NAME', and 'EMAIL ADDRESS'. The email address field is pre-filled with 'mcobos@ddpco.com'. At the bottom of the form, there are two buttons: 'UPDATE' and 'RESET PASSWORD'. The 'RESET PASSWORD' button is highlighted with a red circle.

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Managing Employee Eligibility

Important note: If your group submits enrollment via an electronic file, please do not manage or make any enrollment updates through the **Employer Portal**. All member adds, terms, and/or changes should be updated on the file. If you have an urgent off-cycle change, please contact Eligibility@ddpco.com to make the update before the next file is submitted.

Enroll an Employee



Enroll new employees by entering their information on the **Enroll New Employee** section of the Dashboard or click **Employees** and click **Enroll New Employee**.



Tip: All required fields are noted with an asterisk.

On the next screen, select the correct **sub-subaccount** for this employee and complete the rest of the personal information and attributes for the employee.

(Continued on next page)

Check the **Enroll in Dental Coverage** box.

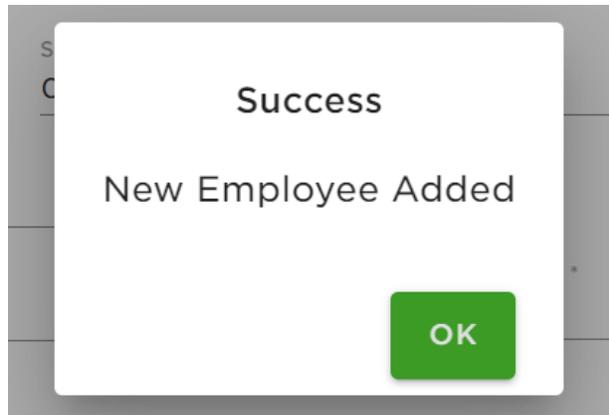
If the employee is eligible for dependent coverage, click **Add** under the Dependents section and complete the dependent information. To add additional dependents, click **Add** and fill in the information for each dependent.

CITY * Denver STATE * Colorado ZIP * 80210
COUNTRY * United States
 ENROLL IN DENTAL COVERAGE
Dependents
No Dependents found.
Add

Under Plan Information, confirm the subaccount information, enter the effective date, and click **ENROLL EMPLOYEE**.

No Dependents found.
Add
Plan Information
SUBACCOUNT NAME * XYZ Industries - Lakewood (Billing) SUBACCOUNT NUMBER * 0000000062-000000002
DENTAL BENEFIT PLAN * XYZ Industries Low Plan
EFFECTIVE ON * 10/01/2021 QUALIFYING EVENT * Group Request
ENROLL EMPLOYEE CANCEL

You should see a **Success New Employee Added** message to confirm the employee has been enrolled.



Delta Dental of Colorado Employer Guide

Managing Employee Eligibility

Update an Employee



Begin by clicking on the **Employees tab**.

- Search for any employee by typing their name in the **EMPLOYEE NAME** field and hit Enter. You can also search by their Member ID or SSN.
- If they have a future effective date or have been terminated, click there to see that list.

EMPLOYEE NAME	EFFECTIVE DATE	MEMBER ID	MEMBER SSN
Brown, James	02/01/2021	0800000000693-01	XXX-XX-6789



Tip: You can enter both first and last name or just one or the other.

Select the **pencil icon** beside the name to edit the record.

You can edit the employee's personal information, employee's effective date, add dependents, or change the plan they're enrolled into.

James Brown 

Status: Active

COVERAGE AS OF (Select Date): 04/12/2021

Employee Information

You will need to select an effective date before saving your edits. If the effective date hasn't changed, you must enter the original date.

Click **SAVE**.

Julie Anderson

Status: Active

COVERAGE AS OF (Select Date): 04/20/2021

NEW EFFECTIVE DATE *

Employee Information

SAVE

CANCEL

Delta Dental of Colorado Employer Guide

Managing Employee Eligibility

Terminate an Employee

Click **Employees** and search **Active Employees** by entering the employee name, member ID, and/or Social Security Number.

Click on the employee name and then click **Manage Coverage**.

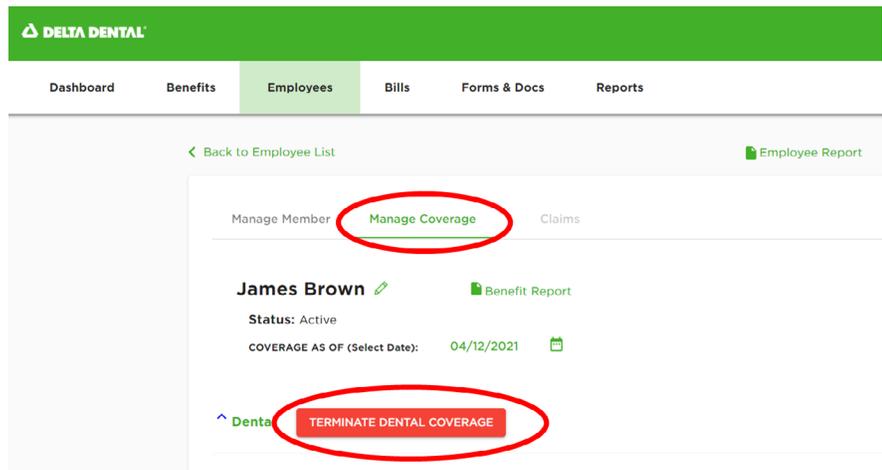
Click the red **TERMINATE DENTAL COVERAGE** button next to the employee's name.

A confirmation window will appear. Enter the termination date and click **YES** to confirm termination of the employee.

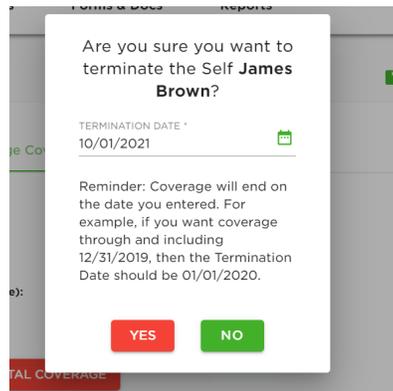


Tip: Coverage will end on the termination date you enter. For example, if you want the employee to be covered through September, the termination date entered should be October 1. Terminating an employee will automatically terminate any dependent coverage as well.

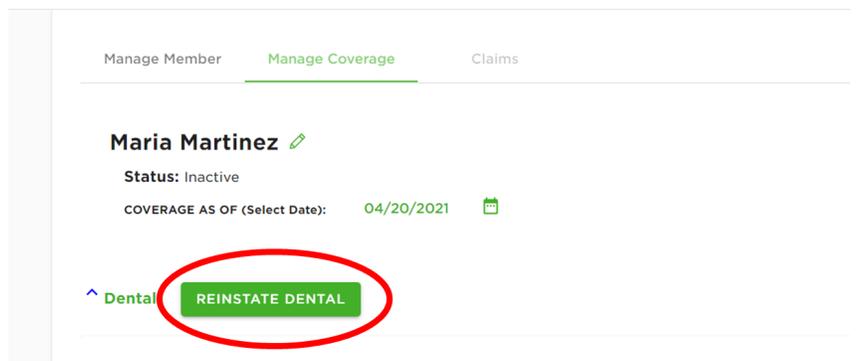
To reinstate an employee, from the employee record, click **Manage Coverage** and then **REINSTATE DENTAL**.



The screenshot shows the Delta Dental web interface. The top navigation bar includes 'Dashboard', 'Benefits', 'Employees', 'Bills', 'Forms & Docs', and 'Reports'. The 'Employees' tab is selected. Below the navigation bar, there are links for 'Back to Employee List' and 'Employee Report'. The main content area shows the 'Manage Member' page for James Brown. The 'Manage Coverage' link is circled in red. Below the employee information, there is a red button labeled 'TERMINATE DENTAL COVERAGE' which is also circled in red.



The screenshot shows a confirmation dialog box. The text reads: 'Are you sure you want to terminate the Self James Brown?'. Below this, there is a 'TERMINATION DATE' field with '10/01/2021' entered. A 'Reminder' section states: 'Reminder: Coverage will end on the date you entered. For example, if you want coverage through and including 12/31/2019, then the Termination Date should be 01/01/2020.' At the bottom, there are two buttons: 'YES' (red) and 'NO' (green).



The screenshot shows the Delta Dental web interface for Maria Martinez. The 'Manage Coverage' link is selected. Below the employee information, there is a green button labeled 'REINSTATE DENTAL' which is circled in red.

Delta Dental of Colorado Employer Guide

Billing for Fully Insured Groups



On the **Bills** tab, you are able to download current bills and access previous bills.

Depending on your portal access, you may also be able to make changes to employee records and these changes will be reflected on your bill in real time.



*Tip: You can only adjust or approve the bill during the billing review period. Once the bill review period closes, you can no longer make changes or approve, therefore the **CALCULATE/APPROVE BILL** button is no longer available.*

When you download your bill, you can choose either a PDF or Excel file.

With both versions, you will first see the bill summary and remittance, followed by the bill detail and rate summary.



Tip: Within the Excel file, use the tabs to see additional detail.

Current Bills ? Recent Bills ? Historical Bills ?

MAY 2021 BILL. It is closed and cannot be adjusted. Explore your bill below. Any changes you make to employee records will flow through to this bill and may change the amount owed.

SUBACCOUNT
ABC Industries (Billing)
0000000061-000000001

To view your online bill, please select "Download Bill" link. If you would like information on our online bill process, please click [here](#) to turn on/off help text.

Download Bill Download Remittance

CALCULATE/APPROVE BILL Don't have automatic draft of monthly premium? [Sign up now.](#)

Choose File Format
PDF
EXCEL



Delta Dental of Colorado
PO Box 912148
Denver, CO 80291-2148

Bill Number: 6220
Account Number: 0000000062-000000001
Due Date: 04/13/2021 - 04/13/2021
Claims Paid Thru: 04/13/2021 - 04/13/2021

XYZ Industries - Denver (Billing)
Julie Sitz
122 Main St
Denver, CO 80229

Billing Summary		
	Number of Claims	Amount
Claims Reimbursement	1	\$0.00
Balance Forward		\$683.20
Manual Adjustments		\$0.00
Total Amount Due		\$683.20

If your payment is not received in full by the due date, claims may be placed on hold. Eligibility changes submitted with payment will not be accepted and processed.
Thank you for your business.



Include the account number on your check and make payable to:
Delta Dental of Colorado
PO Box 912148
Denver, CO 80291-2148

Total Due:	Amount Enclosed:
\$683.20	

One advantage of the Excel version is it allows you to sort and filter data about your membership.

	A	B	C	D	E	F	G	H	I	J	K
	Subscriber Id	Last Name	First Name	Department	Status	Type	Union	Benefit Plan Name	Rate Code	Billing Mo	Total Premium
1											
2			Jason	Office	Active	Full-Time	N	ABC Industries	SUBSCRIBI03-01-202		\$28.23
3			Jason	Office	Active	Full-Time	N	ABC Industries	SUBSCRIBI04-01-202		\$28.23
4			Lori	Fields	Active	Full-Time	N	ABC Industries	SUBSCRIBI02-01-202		\$28.23
5			Lori	Fields	Active	Full-Time	N	ABC Industries	SUBSCRIBI03-01-202		\$28.23
6			Lori	Fields	Active	Full-Time	N	ABC Industries	SUBSCRIBI04-01-202		\$28.23
7			Carissa	Sales	Active	Full-Time	N	ABC Industries	SUBSCRIBI04-01-202		\$28.23
8			James	Sales	Active	Part-Time	N	ABC Industries	SUBSCRIBI02-01-202		\$28.23
9			James	Sales	Active	Part-Time	N	ABC Industries	SUBSCRIBI03-01-202		\$28.23
10			James	Sales	Active	Part-Time	N	ABC Industries	SUBSCRIBI04-01-202		\$28.23
11			Haley	Sales	Active	Full-Time	N	ABC Industries	SUBSCRIBI02-01-202		\$28.23
12			Haley	Sales	Active	Full-Time	N	ABC Industries	SUBSCRIBI03-01-202		\$28.23
13			Haley	Sales	Active	Full-Time	N	ABC Industries	SUBSCRIBI04-01-202		\$28.23
14			Lucas	Office	Active	Full-Time	N	ABC Industries	SUBSCRIBI03-01-202		\$28.23
15			Lucas	Office	Active	Full-Time	N	ABC Industries	SUBSCRIBI04-01-202		\$28.23
16			Bob		Active	Full-Time	N	ABC Industries	SUBSCRIBI03-01-202		\$28.23
17			Bob		Active	Full-Time	N	ABC Industries	SUBSCRIBI04-01-202		\$28.23
18			Joe		COBRA	Full-Time	N	ABC Industries	SUBSCRIBI02-01-202		\$28.23
19			Joe		COBRA	Full-Time	N	ABC Industries	SUBSCRIBI03-01-202		\$28.23
20			Joe		COBRA	Full-Time	N	ABC Industries	SUBSCRIBI04-01-202		\$28.23
21			Maria	Office	Active	Full-Time	N	ABC Industries	SUBSCRIBI04-01-202		\$28.23
22			Chris		Continuation	Part-Time	N	ABC Industries	SUBSCRIBI03-01-202		\$28.23
23			Chris		Continuation	Part-Time	N	ABC Industries	SUBSCRIBI04-01-202		\$28.23
24			Derek		Disability/LTD	Part-Time	N	ABC Industries	SUBSCRIBI02-01-202		\$28.23
25			Derek		Disability/LTD	Part-Time	N	ABC Industries	SUBSCRIBI03-01-202		\$28.23

If you do not pay by automatic draft, you may download your remittance and submit it with your payment.

From the main page, you can also set up automatic draft or change your account information.

SUBACCOUNT
ABC Industries (Billing)
0000000061-000000001

To view your online bill, please select "Download Bill" link. If you would like information on our online bill process, please click [here](#) to turn on/off help text.

[Rate Summary](#)

[Download Bill](#)

[Download Remittance](#)

[CALCULATE/APPROVE BILL](#)

Don't have automatic draft of monthly premium? [Sign up now.](#)

Fully Insured Sample Billing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 First business day ACH draft generated	2	3
4	5	6	7	8	9 Seventh business day Pre-bill month premiums invoiced	10
11	12	14	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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Billing for Self-Funded Groups



On the **Bills** tab, you are able to download current claims and admin fee bills and access previous bills.



Tip: : If you receive your bill by email, the email will include a link for you to download it.

Current Bills ?	Recent Bills ?	Historical Bills ?
SUBACCOUNT		
XYZ Industries - Denver (Billing) 0000000062-000000001		
Date Due	Bill	
04/13/2021	Download	

You can choose either a PDF or Excel file.

Choose File Format

[PDF](#)

[EXCEL](#)

With both versions, you will first see the bill summary.

DELTA DENTAL
Delta Dental of Colorado
PO Box 912148
Denver, CO 80291-2148

Bill Number: 6220
Account Number: 0000000062-000000001
Due Date: 04/13/2021 - 04/13/2021
Claims Paid Thru: 04/13/2021 - 04/13/2021

XYZ Industries - Denver (Billing)
Julie Sitz
123 Main St
Denver, CO 80229

Billing Summary		
	Number of Claims	Amount
Claims Reimbursement	1	\$0.00
Balance Forward		\$683.20
Manual Adjustments		\$0.00
Total Amount Due		\$683.20

If your payment is not received in full by the due date, claims may be placed on hold. Eligibility changes submitted with payment will not be accepted and processed.
Thank you for your business.

Then, the Eligibility Recap Report, followed by the Group Activity Report (GAR).



Eligibility Recap Report

Billing Period: 01/01/2021 - 04/01/2021
 Product Line: Dental
 Group Number: 0000000062-000000001
 Group Name: XYZ Industries - Denver (Billing)

Status		Type	
A	Active	R	Retired/Retiree
C	COBRA	S	Severance
ER	Early Retiree	SLD	FMLA/Short-Term Disability
LTD	Line of Duty	U	Unspecified
LTD	Long-Term Disability		
		II	Hourly
		NSL	Non-Service Contract Act
		P	Part-Time
		S	Salaried
		SC	Service Contract Act
		30	30 Month
		T2	12 Month

Subscriber ID	Subscriber First Name	Subscriber Last Name	Department	Employment Status	Employment Type	Union	Benefit Plan	Rate	Effective Date	Termination Date
08000000000021	Chris	Billings		A	F	N	XYZ Indus	SUBSCRIBER	01/01/2021	
08000000000021	Chris	Billings		A	F	N	XYZ Indus	SUBSCRIBER	01/01/2021	
08000000000021	Chris	Billings		A	F	N	XYZ Indus	SUBSCRIBER	01/01/2021	
08000000000002	Dave	Johnson		A	F	N	XYZ Indus	SUBSCRIBER/SPOUSE	01/01/2021	
08000000000007	Dave	Johnson		A	F	N	XYZ Indus	SUBSCRIBER/SPOUSE	01/01/2021	
08000000000002	Dave	Johnson		A	F	N	XYZ Indus	SUBSCRIBER/SPOUSE	01/01/2021	
123456	Harry	Potter		A	F	N	XYZ Indus	SUBSCRIBER	01/01/2021	
123456	Harry	Potter		A	F	N	XYZ Indus	SUBSCRIBER	01/01/2021	
123456	Harry	Potter		A	F	N	XYZ Indus	SUBSCRIBER	01/01/2021	

Eligibility Summary Report	
Rate Descriptions	Count
SUBSCRIBER	6

One advantage of the Excel version is it allows you to sort and filter data about your membership.



Tip: Within the Excel file, use the tabs to see additional detail.

	A	B	C	D	E	F	G	H	I	J	K
	Subscriber Id	Last Name	First Name	Department	Status	Type	Union	Benefit Plan Name	Rate Code	Billing Mo	Total Premium
1		Jason	Office	Active	Full-Time	N	ABC Industries	SUBSCRIBI03-01-202		\$28.23	
2		Jason	Office	Active	Full-Time	N	ABC Industries	SUBSCRIBI04-01-202		\$28.23	
3		Lori	Fields	Active	Full-Time	N	ABC Industries	SUBSCRIBI02-01-202		\$28.23	
4		Lori	Fields	Active	Full-Time	N	ABC Industries	SUBSCRIBI03-01-202		\$28.23	
5		Lori	Fields	Active	Full-Time	N	ABC Industries	SUBSCRIBI04-01-202		\$28.23	
6		Carissa	Sales	Active	Full-Time	N	ABC Industries	SUBSCRIBI04-01-202		\$28.23	
7		James	Sales	Active	Part-Time	N	ABC Industries	SUBSCRIBI02-01-202		\$28.23	
8		James	Sales	Active	Part-Time	N	ABC Industries	SUBSCRIBI03-01-202		\$28.23	
9		James	Sales	Active	Part-Time	N	ABC Industries	SUBSCRIBI04-01-202		\$28.23	
10		Haley	Sales	Active	Full-Time	N	ABC Industries	SUBSCRIBI02-01-202		\$28.23	
11		Haley	Sales	Active	Full-Time	N	ABC Industries	SUBSCRIBI03-01-202		\$28.23	
12		Haley	Sales	Active	Full-Time	N	ABC Industries	SUBSCRIBI04-01-202		\$28.23	
13		Lucas	Office	Active	Full-Time	N	ABC Industries	SUBSCRIBI03-01-202		\$28.23	
14		Lucas	Office	Active	Full-Time	N	ABC Industries	SUBSCRIBI04-01-202		\$28.23	
15		Bob		Active	Full-Time	N	ABC Industries	SUBSCRIBI03-01-202		\$28.23	
16		Bob		Active	Full-Time	N	ABC Industries	SUBSCRIBI04-01-202		\$28.23	
17		Joe		COBRA	Full-Time	N	ABC Industries	SUBSCRIBI02-01-202		\$28.23	
18		Joe		COBRA	Full-Time	N	ABC Industries	SUBSCRIBI03-01-202		\$28.23	
19		Joe		COBRA	Full-Time	N	ABC Industries	SUBSCRIBI04-01-202		\$28.23	
20		Maria	Office	Active	Full-Time	N	ABC Industries	SUBSCRIBI04-01-202		\$28.23	
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24		Derek		Disability/LTD	Part-Time	N	ABC Industries	SUBSCRIBI03-01-202		\$28.23	
25		Derek		Disability/LTD	Part-Time	N	ABC Industries	SUBSCRIBI03-01-202		\$28.23	



Self-Funded Weekly Sample Billing Calendar

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July					1 Prior month final claims drafted	2	3
	4	5	6 Claims invoiced	7 Claims drafted	8	9	10
	11	12	13 Claims invoiced	14 Claims drafted	15 Prior month admin fee drafted	16	17
	18	19	20 Claims invoiced	21 Claims drafted	22	23	24
	25	26	27	28	29	30 Last business day Final claims invoiced Admin fee invoiced	31

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August	1	2 Prior month final claims drafted	3 Claims invoiced	4 Claims drafted	5	6	7
	8	9	10 Claims invoiced	11 Claims drafted	12	13	14
	15	16 Prior month admin fee drafted	17 Claims invoiced	18 Claims drafted	19	20	21
	22	23	24 Claims invoiced	25 Claims drafted	26	27	28
	29	30	31 Last business day Final claims invoiced Admin fee invoiced				

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September				1 Prior month final claims drafted	2	3	4
	5	6	7 Claims invoiced	8 Claims drafted	9	10	11
	12	13	14 Claims invoiced	15 Prior month admin fee drafted Claims drafted	16	17	18
	19	20	21 Claims invoiced	22 Claims drafted	23	24	25
	26	27	28	29	30 Last business day Final claims invoiced Admin fee invoiced		

Self-Funded Monthly Sample Billing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	14	14	15 Prior month claims and admin fee drafted	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 Last business day Claims and admin fee invoiced	31



Delta Dental of Colorado Employer Guide

FAQs

Billing

We have outlined invoicing and payment due dates below. If you have any questions regarding billing, please contact billing@ddpco.com or 303-889-8618.

Fully insured groups:

- If you receive a monthly invoice, payment is due by the first of the month being billed.
- If your payment is made via draft, that occurs on the first business day of the month.
- Monthly premiums for the upcoming month are invoiced on the 7th business day of the month.
- Retro charges or credits for up to 6 months and/or to the date of service of last claim in history.

Self-funded groups:

- Bills are due upon receipt. You will need to log in to the secure employer portal to view your bill.
- The calendars below will help guide you through due dates.

Weekly:

- Claims are invoiced every Tuesday and drafted every Wednesday.
- Final claims are invoiced the last business day of the month and are due upon receipt.
- If your payment is made via draft, that occurs on the first business day of the following month. (If the last Tuesday of the month falls within the same week as the last business day, the final claims invoice will include all claims filed since the prior Tuesday.)
- Admin fees are invoiced on the last business day of the month, and drafted on the 15th of the following month.

Monthly:

- Claims and admin fees are invoiced the last business day of the month and are due on the 15th of the following month.
- If your payment is made via draft, that occurs on the 15th of the following month.

All groups:

- If the first day of the month or the 15th falls on a holiday or weekend, invoicing/drafting will default to the next business day.
- If the last day of the month falls on a holiday or weekend, invoicing/drafting will default to the previous business day.
- All groups are charged and credited for any retro eligibility changes incurred in that billing cycle.

Delta Dental of Colorado Employer Guide

Reporting

From the **Reports** tab, you will have access to all of your group's reports.

Select your report and fill out the dates and details from the dropdown menu and click **GENERATE REPORT**.

Reports should be run using the first and last day of the data that you are trying to export. For example, 09/01/2021-09/30/2021.

You can select the file type you'd like.

 *Tip: Selecting Excel allows you to sort your data in different ways.*

The report will generate and then a message will pop up indicating it has run. In most cases, reports will be emailed to the email that is associated with the portal account. The email should be received almost instantaneously.

Enrollment By Member Type

The Enrollment by Member Type report reflects a count of each member type per month (e.g. subscriber, spouse, dependent) for the current reporting period.

START DATE 04/01/2021	END DATE 04-21-2021
TOP ACCOUNT ABC Industries	SUB ACCOUNT ABC Industries (Billing)
SUB SUB ACCOUNT ABC Industries Manual (Membership)	DEPARTMENT
EMPLOYMENT STATUS	EMPLOYMENT TYPE
UNION STATUS	BENEFIT PLAN

GENERATE REPORT

Summary

Summary report provides detailed information on claims submitted (e.g. number of claims, total cost, average cost per employee/member) for the current and prior reporting periods.

**Your report is in process and
will be sent via email to**

OK

The email with the report attachment will come from **No_Reply@ddpco.com** with the subject: Delta Dental Report Generation: (Group Name) – (Report Name)

From: "No_Reply@ddpco.com" <No_Reply@ddpco.com>
Date: Tuesday, April 6, 2021 at 10:06 AM
To:
Subject: ENC: ENC: Delta Dental Report Generation: ABC Industries - Enrollment By Member Type

Enrollment By Member Type

The first page is a summary, and the second (tab in Excel) contains the detail.

ABC Industries (Billing)

Enrollment by Member Type
 Period: 04/06/2020 to 04/06/2021
 Product Line: I Dental

Month	Members	Subscribers	Spouses	Dependents
February, 2021	5	5	0	0
March, 2021	11	11	0	0
April, 2021	12	12	0	0
Total	28	28	0	0
Average	9	9	0	0

Report Date: 04/06/2021
 Sub-Account: 0000000001-0000000001



Delta Dental of Colorado Employer Guide

FAQs

Reporting

Reports include account structure, tier-rates, and enrollment attributes. You can access reporting through the employer portal, after logging in, click on the Reports tab. Our online reporting tool is a dynamic, self-serve reporting system that allows access to reports 24 hours a day, seven days a week.

You can view reports either as a PDF or Excel file. Selecting Excel allows you to sort your data in different ways. For example, you can view all employees in a particular department or employment status.

Once the report is processed, it will be emailed to the email associated with the portal account. Reports generate and email almost instantaneously.

Available reports include:

- Quick Look Report (claims, enrollment, premium)
- Claims Utilization Report
- Network Utilization Comparison
- How treatments are distributed by network
- What networks members are using
- How treatment cost is distributed by network
- How much your group has saved with Delta Dental
- Demographics and financials: totals by subgroup and/or by month