

# Experience. The Delta Dental Difference.

## Submitting Out of Country Claims to Delta Dental of Wisconsin

Because there are no internationally established treatment codes, dental licensing, or fee systems in place, there are a few administrative procedures that the enrollee needs to take in order to submit a claim to Delta Dental of Wisconsin for services rendered outside the United States.

### What the enrollee needs to do:

- pay the dentist directly for charges
- request an invoice or bill that shows:
  - the date of service
  - a procedure code & tooth number (if applicable)
  - the description of service
  - the fee for each service
- translate, if applicable, the text of the invoice or bill and other supporting documentation into English
- convert the currency to U.S. dollars
- submit copies of all the following for claims review:
  - Invoice or bill
  - Policy holder first name, middle initial and last name & ID number
  - Patient first name, middle initial and last name
  - Patient date of birth
- mail copies to:  
Delta Dental of Wisconsin  
PO Box 828  
Stevens Point, WI 54481-0828

### Delta Dental will:

- issue payment based on the group contract, eligibility on the date of service and allowable fees for services as though rendered in Wisconsin
- remit payment directly to the enrollee

Note: You may also send claims to Delta Dental of Wisconsin for review by email to [claims@deltadentalwi.com](mailto:claims@deltadentalwi.com) or by fax to 715-343-7615.