

To process a foreign claim, the following pieces of information are recommended/required:

- Completely filled out 2012 ADA claim form with legible text – submissions with translation to English are much easier to process, especially when being submitted in any language other than Spanish.
- Copy of the providers license.
- Copy of the providers sedation license, if applicable.
- Explicative narratives for the procedure(s) rendered.
- X-rays as applicable for the procedure(s) rendered.
- Periodontal charts as applicable for the procedure(s) rendered.
- Sedation narratives as applicable for the procedure(s) rendered.
- Identification of the currency type (if not USD or Mexican Peso), utilized for correct currency conversion calculations.
- Copy of the receipt/patient ledger, utilized to establish what the patient had paid for the service and to rectify the true charges vs what is on the claim lines/total.

Claim forms, and all applicable documentation listed above, can be mailed to:

- **Claim Address**
Delta Dental of Arizona
Attn: Claims Department
P.O. Box 43026
Phoenix, AZ 85080-3026