



**PLEASE FIND THE SITUATION THAT BEST DESCRIBES YOUR OFFICE AND MAKE SURE TO FOLLOW ALL THE INSTRUCTIONS.**

**I am already sending electronic claims over dial up on behalf of every dentist in my office.**

- Great! All you need to do is fill out the appropriate ITRANS Claim Service enrolment form.
- Make sure to fill out an enrolment for **every dentist** that you will be sending claims on behalf of.
- Once your enrolment form is processed we will send you instructions on what do to next. That's it!.

**This is a completely new office, we have never sent electronic claims from this location.**

- Subscribe to CDAnet by contacting the CDAnet helpdesk at 1-800-267-9701 and advise them that you would like to start sending electronic claims from your location.
- Be sure to register **every dentist** with CDAnet that you will be sending claims on behalf of.
- The CDAnet helpdesk will assign a four character unique number to your location and a nine character unique number for each dentist.
- Once you have obtained a unique number for your location and dentist(s) you can fill out the appropriate ITRANS Claim Service enrolment form for **every dentist** that you will be sending claims on behalf of.
- Once your enrolment form is processed we will send you instructions on what do to next. That's it!.

**A new dentist has joined my practice and I would like to send claims on their behalf; I am already using ITRANS for other dentists in my office.**

- Contact the CDAnet helpdesk at 1-800-267-9701 and advise them that you would like to start sending electronic claims on behalf of a new dentist.
- The CDAnet helpdesk will add this dentist as being authorized to send claims from your location and assign a nine character unique number to the dentist.
- Once you have added the dentist to your location with CDAnet and obtained their unique number you can fill out the appropriate ITRANS Claim Service enrolment form.
- Once your enrolment form is processed we will send you instructions on what do to next. That's it!.

**Other Important Information:**

- New provider and or office updates are not added to insurance carrier databases in real time. For more information on the update process and timeline please speak to the CDAnet Help Desk at 1-800-267-9701.
- If you are a member of the Association des chirurgiens dentistes du Québec (ACDQ) and believe your unique numbers are managed by the ACDQ please make sure to contact Réseau ACDQ at 1-800-361-3794 instead of CDAnet.
- Following the above steps will help ensure that your electronic claims are processed without issue.

