

Online group administration highlights

For Dental Prime and Dental Complete groups on anthem.com/ca

Anthem Blue Cross dental is based on the premise that an employee dental plan should be easy to understand and use. The option to administer your plan online is just one of the many ways we make sure it is.

Our easy-to-use online tools (which are secure and password-protected) make tracking enrollment and receiving billing information a cinch.

Online enrollment assists you with daily maintenance of your membership data with Anthem dental. Once you've enrolled your employees online, you can quickly view and change information and print a report of the data. Here are the online capabilities we offer:

- **Employee search** by name or identification number (and sort results).
- **Employee updates** — Add, update or terminate coverage.
- **Dependent updates** — Add, update or terminate coverage.
- **Reports** — Print a transaction report or view historical coverage.
- **Replacement ID cards** — Order replacement cards (when original ID cards have been lost).

Online billing reports give groups the ability to view and print billing documents (invoices, statements, subscriber listing reports and claims detail reports) securely online as soon as they are generated. Highlights of this feature:

- **Free of charge and easy to use.**
- **Billing reports** — The same billing reports you receive as a hard copy are available online.
- **Member lists** — Available as electronic data files.
- **Claim detail reports** — Available as data files for self-insured groups. The data file is easily imported into Excel for performing analysis or comparisons of members and claims.
- Your account will include billing reports for the current period as well as for the previous three periods. You have access to reports the same day we produce them and an email notification will be sent to you when new documents are available online.

Sign up today at:
anthem.com/ca

Getting started is easy.

1. Complete the online enrollment/billing reports user request form
2. Submit

We're making it easy for your employees, too, with 24/7 online access to their claim and benefit information. Plus, they can access tools that are designed to help promote better dental health.

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For Prime and Complete programs
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