



Substitute Form W-9
NOTIFICATION OF CHANGE FOR TAXPAYER
IDENTIFICATION NUMBER AND CERTIFICATION

Fax Number: 973-285-4192

For accurate 1099 issuance, please provide a current list of dentists that this information applies:

State License #: _____ Dentist Name: _____
State License #: _____ Dentist Name: _____
State License #: _____ Dentist Name: _____

[] This change applies only to the above dentist(s). (Other dentists in the office remain with the old Tax Id Number.)
[] The old Tax Id Number is not to be used by any dentist(s) in the location(s) below.

Required Old (current) tax id number: _____

LEGAL NAME FOR IRS FORM 1099 REPORTING _____*
[] Individual/Sole Proprietor [] Corporation [] Partnership [] Other _____
Please provide the effective date of the new information with the IRS: ____/____/____*
Address _____
City, State, Zip _____
Phone: _____ Fax: _____
Email: _____
New tax id: _____ [] Tax Id [] SSN
Owner's Name _____ State License #: _____*

Signature: _____ Date: _____

PRINTED NAME OF SIGNER and title: _____

Delta Dental Administrative Use Only:
PR Auth.(initial/date) _____ Par Status: _____ If DDLP: TN _____
Cred Assoc _____ Last Credentialed: _____

DELTA DENTAL OF NEW JERSEY, INC.
DELTA DENTAL OF CONNECTICUT, INC.

INITIAL CREDENTIALING APPLICATION
SERVICE OFFICE
SURVEY

E-mail: Credentialing@deltadentalnj.com
Credentialing Department #888-203-6993 Credentialing Fax #973-285-4192

Complete entire packet and return to Delta Dental using the enclosed envelope or fax to the number indicated above. Cross out incorrect information and indicate your changes below. **Complete all items. Please note, we cannot process your application until all required information is received, which may affect your participation status.**

Office/Practice Name (Must be identical to how it appears on IRS Form W-9)

Address: Street City State Zip

Phone #: _____ Fax#: _____

E-mail: _____ Website: _____

Tax ID #: _____ Corporate NPI#: _____

Owner's Name: _____ Owner's License #: _____

Type of Practice (Please (✓) check): Solo Group Partnership Corporate Entity (LLC/PC)

Indicate whom Delta Dental should contact should we have questions on this form:

Name: _____ **Title:** _____

I. SERVICE OFFICE SURVEY

This section is to be completed by the owner of the practice. Reminder: Owner responding in the affirmative to the questions asked in the service office survey agree to meet the criteria contained in the Credentialing Criteria.

1. INFECTION CONTROL	YES	NO	If “NO”, please explain:
A. Does your office comply with local, state, and federal, ADA and CDC guidelines pertaining to infection control?	_____	_____	_____
2. RADIATION HYGIENE	YES	NO	If “NO”, please explain:
A. Are you compliant with all applicable legal requirements including current valid permits or filings?	_____	_____	_____
B. Do radiographic techniques meet accepted professional standards?	_____	_____	_____
C. Are radiographs prescribed in accordance with accepted professional standards?	_____	_____	_____
3. EMERGENCY PREPAREDNESS	YES	NO	If “NO”, please explain:
A. Are medical alerts current, accurate, and indicated on the patient’s chart in such a manner as to alert the dentist and office staff as well as protect the patient’s privacy?	_____	_____	_____
B. CPR training and availability			
1. Are you and/or your staff members trained in CPR?	_____	_____	_____
2. Is someone who is trained in the management of emergencies (including current CPR training) always present when there are patients present in the office?	_____	_____	_____
C. Do you have protocol in place to handle medical emergencies?	_____	_____	_____
D. Is portable oxygen equipment readily available and are staff trained in its use?	_____	_____	_____
E. Do you operate your practice in compliance with all applicable legal requirements?	_____	_____	_____
F. Are practice drills on handling emergencies conducted?	_____	_____	_____
G. Are all new staff members trained on office emergency protocols?	_____	_____	_____
H. Do you have accessible and up to date Medical Emergency Drug Kit?	_____	_____	_____

4. RECORD KEEPING	YES	NO	If "NO", please explain:
A. Does your office take an initial medical/dental history with periodic updates?	_____	_____	_____
B. Are patient records written in ink or computerized and kept in compliance with all legal requirements applicable to your practice?	_____	_____	_____
C. Is the treating dentist or hygienist noted in the dental record?	_____	_____	_____
D. Does the patient record include the following?			
1. Treatment Plan Presentation	_____	_____	_____
2. Dates of Service	_____	_____	_____
3. Services Rendered	_____	_____	_____
4. Clinical Findings/Diagnosis	_____	_____	_____
5. Diagnostic Tests Rendered and Results	_____	_____	_____
6. Progress Notes	_____	_____	_____
7. Outcomes	_____	_____	_____
8. Post Operative Instructions are recorded	_____	_____	_____
9. Documentation of prescriptions given or prescribed	_____	_____	_____
10. Laboratory work order forms	_____	_____	_____
11. Written informed consent/informed refusal	_____	_____	_____
E. Are financial records and arrangements accessible and if computerized do they meet regulatory requirements?	_____	_____	_____

5. APPOINTMENT AND ACCESS FOR DELTA DENTAL PATIENTS

Free parking available? *Yes*___ *No*___

Access to public transportation? *Yes*___ *No*___

Comply with the access and reasonable accommodation provisions of the Americans with Disabilities Act? *Yes*___ *No*___

Treat children with disabilities? *Yes*___ *No*___

Treat adults with disabilities? *Yes*___ *No*___

Currently accepting new patients into your practice? *Yes*___ *No*___

Delta Dental patients given access to appointments within 10 days for General Dentists, 15 days for Specialists or less? *Yes*___ *No*___

Delta Dental patients given the same level of care and access to appointments as private (non-insured) patients? *Yes*___ *No*___

Immediate access to emergency care? *Yes*___ *No*___
 (Immediate access is provided when the office is able to directly or through arrangements with another office respond to the patient's emergency condition within the length of time necessary to effectively handle the condition.)

Standard Business Hours:

From: _____ To: _____

Days of Operation:

Mon Tue Wed Thu Fri Sat Sun

Extended Business Hours:

- Standard business hours (8 am-5 pm):
- Early morning hours (before 8:00 am):
- Evening hours (after 5:00 pm):
- Weekend hours (Saturday hours):

List all languages spoken in the office other than English:

Please provide an explanation for any statement above to which you responded "No":

6. SUPPORT STAFF

A. Do you warrant that all individuals treating patients in your practice are duly licensed? Yes ___ No ___

B. Do you warrant that all dentists treating patients in your practice maintains a minimal malpractice limits of \$1,000,000 per claim and \$3,000,000 aggregate? Yes ___ No ___

C. Do you warrant that to the best of your knowledge any person who renders patient care in your office is without any physical, psychological, clinical dependency or abuse or any other health related conditions which may impair their ability to safely and competently practice dentistry and/or surgery or which may endanger your patients? Yes ___ No ___

If your answer is "No" to any of the above questions, please attach a written explanation.

7. GOVERNMENTAL PROGRAM STATUS

*Please answer the following question. If you answer "yes", please attach a written explanation and copies of all notices or decisions relating to the **government** action and the current status.*

Has any individual treating patients in your practice ever been suspended, debarred, or excluded from participating as a provider in any governmental program, including, but not limited to Medicare, Medicaid, or any other program funded in whole or in part by the federal government or a state or local government?

Yes ___ No ___

II. CERTIFICATION

In submitting this application for Credentialing (or recredentialing) by Delta Dental of New Jersey, Inc. ("Delta Dental"), I understand that it is my responsibility to produce the required information for the proper evaluation of my application and that failure to produce this information will prevent my application from being reviewed and acted upon.

I hereby certify that the information contained herein and all supporting materials is true and complete, including my NPI (if applicable), which is a component of the credentialing process, to the best of my knowledge and belief. I further understand that my application will be reviewed based upon the information I have provided and other information obtained by Delta Dental in accordance with its credentialing program. I further understand that information which is found to be false or misleading could result in denial or termination of my credentialed status with Delta Dental and in liability for civil damages caused by my providing false or misleading information.

I agree to notify Delta Dental within ten calendar days of my becoming aware of any facts or events that are inconsistent with the answers I provided in my application or that relate to subsequent events pertinent to the questions I originally answered in my application, including, but not limited to, the initiation, progress, and/or conclusion of any disciplinary action by any healthcare plan, facility or regulatory authority.

Owner - Print Name

_____/____/_____
Owner - Signature **Date**

III. AUTHORIZATION AND RELEASE

1. I authorize Delta Dental of New Jersey, Inc., to consult with any person or entity, including but not limited to the National Practitioner Data Bank, who has information bearing on my competence, character, and ethical qualifications and to inspect such records which shall be material to the evaluation of my professional qualifications and competence.

2. I authorize the dental licensing agencies in any state in which I am or have been licensed to practice dentistry, and any health care facility, health maintenance organization, professional organization or individual with whom I have had employment, practice, association or privileges, to release information to Delta Dental of New Jersey, Inc. regarding my professional skills, any pending or final disciplinary action or malpractice action, and any other information relevant to my character or professional competence.

3. I authorize and request my current and prior malpractice liability insurance carriers to release information to Delta Dental of New Jersey, Inc. regarding existing coverage and limits, renewal of same and any claims or actions for damages pending or closed during the previous ten years, whether or not there has been a final disposition.

4. I release from liability a) any person or entity who, in good faith and without malice, provides information to Delta Dental of New Jersey, Inc. for the purpose of evaluating my application, credentials and qualifications; and b) Delta Dental of New Jersey, Inc. for their acts performed in good faith and without malice in connection with evaluating my application, credentials, and qualifications.

Owner - Print Name

_____/____/_____
Owner - Signature **Date**