WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES
HEALTH AND WELFARE TRUST

EMPLOYEE STATEMENT

☐ **Check here if your address is new**

PART 1 – EMPLOYEE INFORMATION

EMPLOYEE'S NAME – First Initial Last	☐ M ☐ F	WPAS ID # OR SOCIAL SECURITY NO.	EMPLOYEE BIRTHDATE Mo. Day Year

HOME ADDRESS STREET CITY STATE ZIP PHONE

PATIENT'S NAME – First Initial Last	☐ M ☐ F	PATIENT ID OR SOCIAL SECURITY NO.	PATIENT BIRTHDATE Mo. Day Year	RELATION TO EMPLOYEE ☐ Self ☐ Spouse ☐ Child

EMPLOYEE MARTIAL STATUS

☐ MARRIED ☐ LEGAL SEPERATED ☐ SINGLE
☐ WIDOWED ☐ DIVORCED

IF CLAIM IS FOR DEPENDENT CHILD, PLEASE INDICATE THEIR RELATIONSHIP TO YOU

☐ NATURAL CHILD ☐ ADOPTED CHILD ☐ STEP CHILD
☐ GUARDIANSHIP ☐ OTHER (please explain) _____

NAME OF SPOUSE (if not patient listed above)	SPOUSE BIRTHDATE Mo. Day Year	SPOUSE ID # OR SOCIAL SECURITY NO.

IS SPOUSE EMPLOYED? ☐ YES ☐ NO	NAME & ADDRESS SPOUSE'S EMPLOYER

PART 2 – INSURANCE INFORMATION

ARE YOU OR YOUR DEPENDENTS COVERED UNDER ANOTHER GROUP INSURANCE PLAN? ☐ YES ☐ NO

IF "YES", GIVE NAME AND ADDRESS OF OTHER CARRIER NAME _____ ADDRESS_____

NAME OF SUBSCRIBER _____ SUBSCRIBER ID OR SOCIAL SECURITY NO. _____

OTHER GROUP PLAN COVERS: ☐ PATIENT ☐ SPOUSE ☐ CHILDREN OTHER GROUP PLAN POLICY OR I.D. NO. _____

OTHER GROUP PLAN INCLUDES: ☐ DENTAL

THE ABOVE ANSWERS ARE TRUE AND COMPLETE ACCORDING TO THE BEST OF MY KNOWLEDGE AND BELIEF. I HEREBY AUTHORIZE MY DOCTOR TO FURNISH AND DISCLOSE ALL FACTS CONCERNING THE TREATMENT.

EMPLOYEE'S SIGNATURE _____ DATE _____

PROCEDURE FOR FILING A CLAIM

INSTRUCTIONS TO THE EMPLOYEE:

1. Complete all applicable sections of Part 1-Employee Information and Part 2-Insurance Information. Failure to properly complete these sections may result in a delay in processing your claim.
2. If you want the dental benefit payment sent directly to your dentist, sign on the bottom line of Part 3 (see reverse side of this form).
3. Complete a separate form for each patient.
4. Take this form to your dentist on your first visit. Upon completion of treatment complete and forward the form to the address below.

INSTRUCTIONS TO THE DENTIST:

1. Complete Part 3-Dentist Information, answer all questions and indicate all treatment performed.
2. Indicate on the chart all missing teeth with an "X" and all abutments with an "O".
3. Describe procedures for treatment of this case, give the date of service and the fee charged for each procedure. The use of the standard ADA codes will expedite the processing of this claim.
4. For payment to be made directly to the dentist, the **employee must sign the bottom line on the reverse side of this form.**

Upon completion of treatment, return this form to:

WASHINGTON STATE COUNCIL OF COUNTY & CITY EMPLOYEES
HEALTH AND WELFARE TRUST
P.O. BOX 34687
SEATTLE, WASHINGTON 98124-1687
PHONE: (206) 441-7574 OR (800) 331-6158

NOTE: If you have other Group Insurance as your primary coverage, you need to submit the itemized bill AND a copy of the matching insurance payment explanation.

PART 3 – DENTIST INFORMATION

DENTIST NAME	TELEPHONE NUMBER	IS PATIENT COVERED BY ANOTHER PLAN? IF "YES", NAME OF OTHER PLAN	YES	NO
DENTIST MAILING ADDRESS				
DENTIST CITY / STATE / ZIP				
NPI		IS ANY OF THE TREATMENT FOR ORTHODONTIC PURPOSES?		
YOUR TAX IDENTIFICATION NUMBER		TREATMENT RESULT OF ACCIDENT?		
OTHERWISE YOUR SOC. SEC. NO.		TREATMENT RESULT OF OCCUPATIONAL INJURY?		
(MUST BE FURNISHED UNDER AUTHORITY OF LAW)		ARE X-RAYS ENCLOSED? IF "YES", HOW MANY?		

IF PROSTHESIS, IS THIS INITIAL?	YES	NO	IF "NO", REASON FOR REPLACEMENT	DATE PRIOR PLACEMENT MO. DAY YEAR

CHECK ONE

☐ DENTIST'S PRETREATMENT ESTIMATE

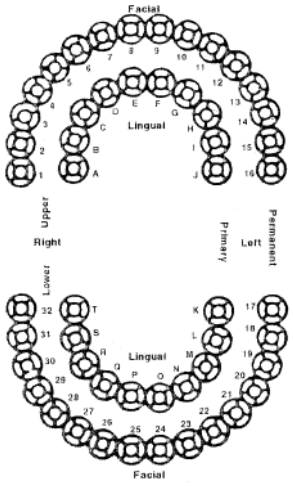
☐ DENTIST'S STATEMENT OF ACTUAL SERVICES

(WORK COMPLETED – PAYMENT REQUESTED)
THE TREATMENT LISTED BELOW WAS COMPLETED AND WAS NECESSARY IN MY JUDGEMENT.

DENTIST SIGNATURE

EXAMINATION AND TREATMENT RECORD

DATE FIRST VISIT (CURRENT SERIES) MO. DAY YEAR	TOOTH NO. OR LETTER	SURFACE	DESCRIPTION OF SERVICE (INCLUDING X-RAYS, PROPHYLAXIS MATERIALS USED, ETC.)	NO. OF X-RAYS ETC.	ADA PROCEDURE NUMBER	DATE SERVICE PERFORMED MO. DAY YEAR	FEE	ADMIN. USE ONLY
IDENTIFY MISSING TEETH WITH "X"								



PATIENT NAME

IF PARTIAL/DENTURE – INDICATE START DATE: _____ DELIVERY: _____

IF PROSTHESIS OR CROWN – INDICATE PREP DATE: _____ SEAT: _____

IF ROOT CANAL – INDICATE START DATE: _____ FINISH: _____

I HEREBY AUTHORIZE PAYMENT DIRECTLY TO THE ABOVE-NAMED DENTIST OF THE GROUP DENTAL BENEFITS OTHERWISE PAYABLE TO ME, BUT NOT TO EXCEED CHARGES SHOWN. I UNDERSTAND THAT I AM FINANCIALLY RESPONSIBLE FOR ANY CHARGES NOT COVERED BY THIS AUTHORIZATION.

EMPLOYEE SIGNATURE _____ **DATE:**_____

SEE OTHER SIDE FOR INSTRUCTIONS

BENEFIT, CLAIMS PAYMENT AND ELIGIBILITY INFORMATION
MAY BE OBTAINED FROM:
WELFARE & PENSION ADMINISTRATION SERVICE, INC.
PHONE: (206) 441-7574 or (800) 331-6158