



**THE CANADIAN DENTAL HYGIENISTS ASSOCIATION
L'ASSOCIATION CANADIENNE DES HYGIÉNISTES DENTAIRES**

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INFORMATION PACKAGE FOR DENTAL HYGIENISTS

NATIONAL SYSTEM OF DIRECT BILLING

Canadian dental hygienists are registered primary oral health care professionals who possess a unique body of knowledge, distinct expertise, recognized standards of education and practice, and a Code of Ethics. As integral members of the oral health care system, dental hygienists provide preventative, educational, clinical and therapeutic services. The dental hygiene process of care includes assessment, treatment, planning, implementation and evaluation. "Dental hygienists are the only health professionals whose primary concern is the prevention of oral disease" (Health and Welfare, Canada, 1988).

Please note that the direct billing system is applicable only to dental hygienists who bill directly to the client for the service they provide – it is not applicable where the dental hygienist's billing of services through a dentist.

With changes in regulations in the provinces of British Columbia, Saskatchewan and Ontario, dental hygienists are able to increase access to dental hygiene clinics, mobile services and contract services to the home bound and institutionalized. With these developments has come the need for dental hygienists to be able to be reimbursed by clients covered by dental insurance.

CDHA was asked by the provincial dental hygienists' associations to develop a national process similar to the one in place for dentistry. CDHA met with the insurance industry over the last two to three years and through a collaborative process created a billing system for dental hygienists. The end results of this effort are: a unique national Dental Hygiene claim form, a CDHA coding system and list of services, and unique provider ID numbers.

The coding system and list of services have now been forwarded to the provincial associations in British Columbia, Alberta, Saskatchewan and Ontario for the development of corresponding provincial fee guides. Individual provinces must identify the economic and practice realities pertinent to its province and regulations. For example, in Alberta the Alberta Dental Association recently dropped its fee guide altogether. We expect the insurance industry and employer groups to be receptive to the introduction of dental hygiene billing for access situations as they look for cost effective, quality care.

DENTAL HYGIENE CARE

Dental Hygiene care is a continuum of preventative, educational, clinical and therapeutic oral health services provided by a dental hygienist in an ethical and accountable manner. The content, organization and management of dental hygiene care are clearly defined and are guided by the principles of accessibility of all Canadians to comprehensive oral health care, the protection of the public through the provision of quality care and the promotion of oral health as an integral component of general health.

Insurance providers have played an increasingly important role in the expanding opportunities for more Canadians to receive oral care and in promoting the prevention of oral disease. In a rapidly changing climate for the delivery of dental care, there has been an increased need to work collaboratively towards common goals and to create new partnerships to maintain quality, affordable dental care.

DENTAL HYGIENE SERVICES AND PROCESS OF CARE

The services provided by dental hygienists are units of care defined as essential competencies by the National Dental Hygiene Certification Board and the Commission on Dental Accreditation of Canada, the body that accredits dental hygiene education programs. The competencies are the foundation of dental hygiene education and assure entry-level competence for dental hygiene practice. The present development of national education standards by a joint initiative of the Canadian Dental Hygienists Association and the Dental Hygiene Educators of Canada will further standardize educational requirements for dental hygienists in Canada.

Dental hygiene services are organized and provided in a process of continuous assessment, planning, implementation and evaluation. The model of dental hygiene care is well established as a process for providing care in partnership with clients. This partnership promotes a greater responsibility by the client and a greater involvement in the outcome of their care and oral health. Together with the Canadian Practice Standards for Dental Hygienists, the process of care promotes dental hygiene care that is continuous and adaptive to the dynamic environment in which it is provided.

CDHA Application for Unique Identifier Number for Dental Hygiene Direct Billing

First Name: _____

Last Name: _____

Address: _____

City: _____ **Province:** _____

Postal Code: _____ **E-mail:** _____

Phone #: _____ **Fax #:** _____

Active Provincial Registration Proof:

→ *Please attach a photocopy of your active license (in effect January 1, 2009)*

Ontario: please provide evidence of "Authorized for Self-Initiation "

Saskatchewan: please complete SDHA Direct Reimbursement Application

Signature: _____

Yes, I am a CDHA Member. My CDHA Membership Number is: _____
Issuance of a Unique Identifier Number is a benefit of CDHA Active membership.

No, I am not a CDHA Member. Please fill in the payment information below to cover the creation of your Unique Identifier Number:

VISA MasterCard Card Number: _____

Name on Card: _____ Expiry Date: ____ / ____

I authorize CDHA to charge my credit in the amount of **\$400.00** for payment in administrative fees for issuing a Unique Identifier Number. (Administration fees are non-refundable, non-transferable; not pro-rated and are applied in addition to the UIN renewal fee in the year of issue)

Cardholder Signature: _____

Charges on your credit card statement will read: Canadian Dental Hygienists Association

Cheque Enclose your \$400.00 payment, payable to the Canadian Dental Hygienists Association, in administrative fees for issuing a Unique Identifier Number. (Administration fees are non-refundable, non-transferable; not pro-rated and are applied in addition to the UIN renewal fee in the year of issue)

This UIN will be reassessed on an annual basis. Renewal is a benefit of CDHA active membership and additional fees will apply to non-members. Please list your business address(es) on the next page.

Mail to: CDHA, 96 Centrepointe Drive, Ottawa, ON K2G 6B1 or fax to: 613-224-7283

**CDHA Application for Unique Identifier Number for
Dental Hygiene Direct Billing – Business Address Confirmation**

(The information recorded below will be provided to insurance providers for verification purposes only.)

First Name: _____

Last Name: _____

Business Address #1

Address: _____

City: _____ Province: _____

Postal Code: _____ E-mail: _____

Phone #: _____ Fax #: _____

Business Address #2 (if applicable)

Address: _____

City: _____ Province: _____

Postal Code: _____ E-mail: _____

Phone #: _____ Fax #: _____

Business Address #3 (if applicable)

Address: _____

City: _____ Province: _____

Postal Code: _____ E-mail: _____

Phone #: _____ Fax #: _____

Business Address #4 (if applicable)

Address: _____

City: _____ Province: _____

Postal Code: _____ E-mail: _____

Phone #: _____ Fax #: _____