

ABELDent Inc. is pleased to provide you with the Canadian Dental Care Plan (CDCP) Fee Guides for 2024. The effective date for this fee guide is May 1st, 2024.

Background:

The federal government of Canada has begun offering a public level of insurance coverage for a variety of Dental Treatments. The overall goal of the program is to help ease the financial barrier to accessing oral health care for Canadian Residents. The Canadian Dental Care Plan (CDCP) is being rolled out to residents over time. The first batch of eligible residents will be Seniors as early as May 2024.

General CDCP plan details

Details regarding the program can be found here:

<https://www.canada.ca/en/services/benefits/dental/dental-care-plan.html>

Providers must ensure they're signed up for the program with Sun Life:

<https://www.sunlife.ca/sl/cdcp/en/provider/>

General CDCP rules & eligibility notes:

- All CDCP claims will be going through Sun Life Insurance
- Practices **must** Take Assignment
- CDCP Rules and things to consider:
 - Eligibility:
 - Patient must not have access to dental insurance (E.g. Have access to employer plan, but have opted out)
 - Caveat: If you have dental coverage through a provincial, territorial or federal government social program, patients can still qualify for the CDCP
 - Sliding scale of Eligibility based upon **Family Net Income**
 - Lower than \$70,000: **100%** of eligible oral health care services costs covered by CDCP (At established coverage rate)
 - Between \$70,000 and \$79,999: **60%** of eligible oral health care services costs covered by CDCP (At established coverage rate)
 - Between \$80,000 and \$89,999: **40%** of eligible oral health care services costs covered by CDCP (At established coverage rate)
 - Practices must make reasonable efforts to validate CDCP status
 - All work and fees must be agreed upon by both patient and practice prior to treatment being performed and billed

Installation Instructions

The following are instructions for the Installation of the CDCP Fee Guides. Perform this procedure only on your Server (typically the computer used to perform backups)

Please ensure that you have read all the requirements for participating in the CDCP provided by Sun Life when you registered for the program.

It's important to note: This process changes data related to your practice – if you are not comfortable making these changes for yourself, please reach out to your third-party IT support and provide this guide to perform the fee guide updates.

Setting up to support CDCP should be easy and familiar if you update your fee guides yearly. **First:** you'll need to add a special fee schedule for each specialty you'll be supporting. **Second:** you'll create three insurance plans* that use that Special Fee Schedule as Coverage. Then you're ready to begin participating in the Canadian Dental Care Plan May 1st.

*As a patient's coverage is on a sliding scale depending on net household family income, multiple insurance plans should be created per specialty to facilitate smoother billing calculations.

Depending on your practice, you will be adding a Special Fee Schedule for each specialty (including General Practitioner) to your ABELDent.

Each Special Fee Schedule has a dedicated 5 digit code associated with it. The 5 digit code represents: the Canadian Dental Care plan (C) + 2 Digit Province Code + 2 Digit Specialty Code.

For example, the Ontario General Practice Special Fee Schedule is CONGP (**C**DCDP + **O**ntario + **G**eneral **P**ractitioner)

Installing the CDCP Fee Guides

1. Exit ABELDent on all computers.
2. Perform a backup of your ABELDent data using your usual backup procedure and store the backup in a safe place.
3. Log in to MyABEL.com with your MyABEL Credentials
4. Navigate to the **Fee Guide Updates** Section
5. Locate and select the applicable province you're working out of
6. Locate the **CDCP Fee Guide**
7. Click **Download**
8. The file will download and appear in your downloads folder
9. Double-click **Setup.exe** or **Setup** to begin the installation
 - a. If you receive a Windows Security warning message: click **More Info** and select **Run Anyway**
10. The Installer opens
11. Select the CDCP Fee Guides applicable to your practice.
12. Click **Next** to install the fee guide
 - a. If you receive a Windows User Account Control message, Click **Yes**
13. Upon completion, the Special Fee Schedule has been installed on your ABELDent

Creating your Insurance Plans for CDCP

Due to the nature of the CDCP program, we recommend creating three (3) specific insurance plans for each specialty you'll be supporting in your practice. With 3 Insurance Plans, you can accurately determine patient pays amounts for each treatment depending on their CDCP coverage level (100%, 60%, 40%).

Creating your Insurance Plans for CDCP

1. Access Insurance Plan Information
2. The Insurance Plan Window appears
3. Click Add Plan
4. Enter **Insurance Plan ID** (Max characters 8) & **Click OK**

We recommend a name that includes reference to the coverage level you're selecting; for GP, something like "DCPGP100", "DCPGP60", "DCPGP40" might fit your needs)
5. **Fill in the Plan Name**

We recommend more detail for this field. Something along the lines of "CDCP – GP – 100%"

Select **Sunlife** as the **Insurance Co. ID**

6. Select Take Assignment

Insurance Plan Information

Plans

Plan Name: CDCP - GP - 100%

Group or Plan No.:

Division/Sect No.:

Insurance Co. ID: SUNLIFE

Sun Life Assurance Company of Canada

Take Assignment Manual Estimates

7. Under Schedules Section:

- a. Set **Coverage** to the Specialty you're creating this insurance plan for (e.g. Special Fee Schedule: CONGP)

Signature Required Plan Type

Schedules

Charge Replace Fee

Coverage: CONGP

Copay

- 8. (Optional) If you wish to charge your patient fees at the CDCP Coverage amounts,
 - a. Select your CDCP Special Fee Schedule in the Charge Field
 - b. Set Replace Fee to Y

9. Set your coverage levels for the insurance plan via the Classes Section:

Anniversary: January 1 Carry Over: 0 Months

Classes

(P)reventive 100% (B)asic 100% (M)ajor 100% (O)rtho 100%

Class	Pays	Note
Diagnostic	P 100%	
Preventive	P 100%	
Restorative	B 100%	

10. Click **Apply Now**

11. The Insurance Plan is ready for use

12. Create the other insurance plans for level of coverage by repeating steps 3 -> 11

Now you have created the 3 insurance plans needed for each specialty – Allowing you to have a patient with the correct CDCP insurance coverage depending on their eligibility (100%/60%/40%)

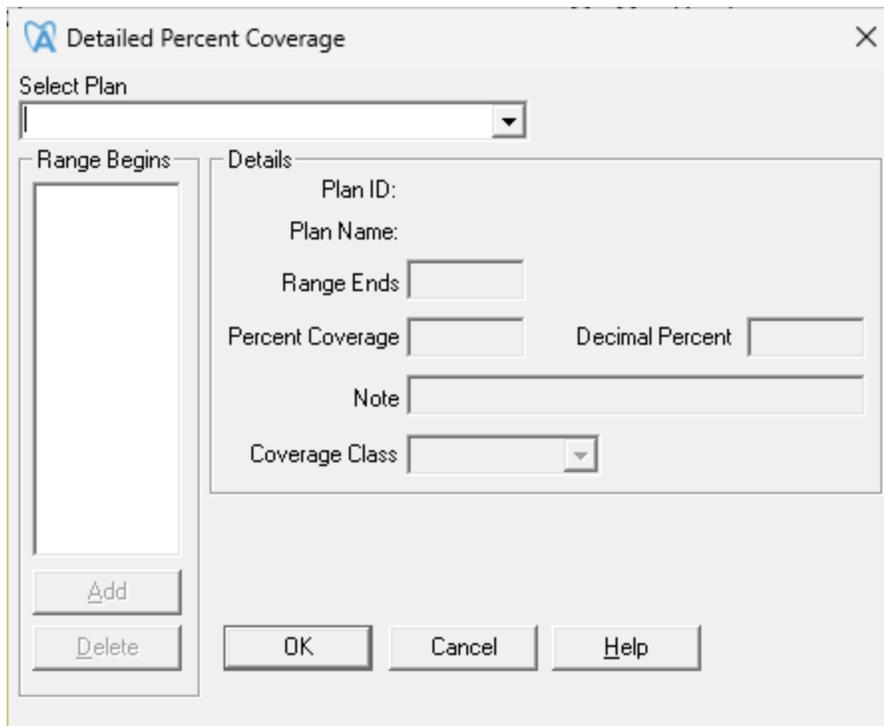
A Note for AN, OS, PA, and PE specialists

An extra set of steps during setup are required for the following specialties:

- AN – Anesthesiologist
- OS – Oral Surgeon
- PA – Paediatric
- PE – Periodontist

Perform the following steps for each of the 3 insurance plans you've created

1. Access **Detailed Percent Coverage** (Menu > Update > Insurance > Detailed Insurance Coverage)



2. Select the CDCP Insurance plan you recently created (Start with 40%)
3. Select **Range Begins: 90000**
4. **Update the Percent Coverage** to the associated plan (e.g. 40% for the 40% coverage insurance plan)

5. Select **Coverage Class (B – Basic)**

Detailed Percent Coverage

Select Plan
CGCPA40 - CDCP - ON - AN 40%

Range Begins

- 01000
- 10000
- 20000
- 27000
- 30000
- 40000
- 50000
- 60000
- 70000
- 72000
- 80000
- 90000

Add

Delete

Details

Plan ID: CGCPA40
Plan Name: CDCP - ON - AN 40%

Range Ends: 99999

Percent Coverage: 40% Decimal Percent: .000%

Note

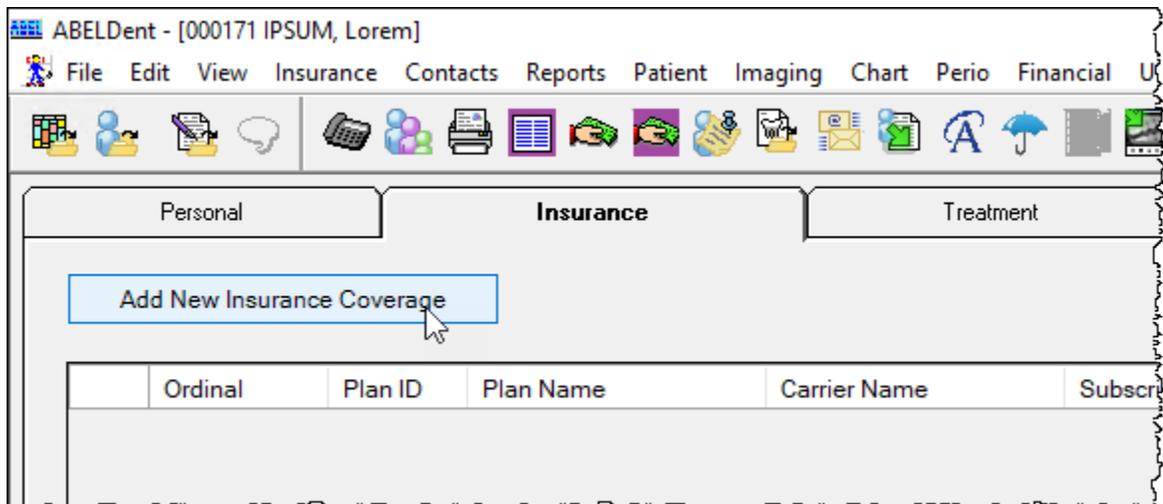
Coverage Class: B - Basic

OK Cancel Help

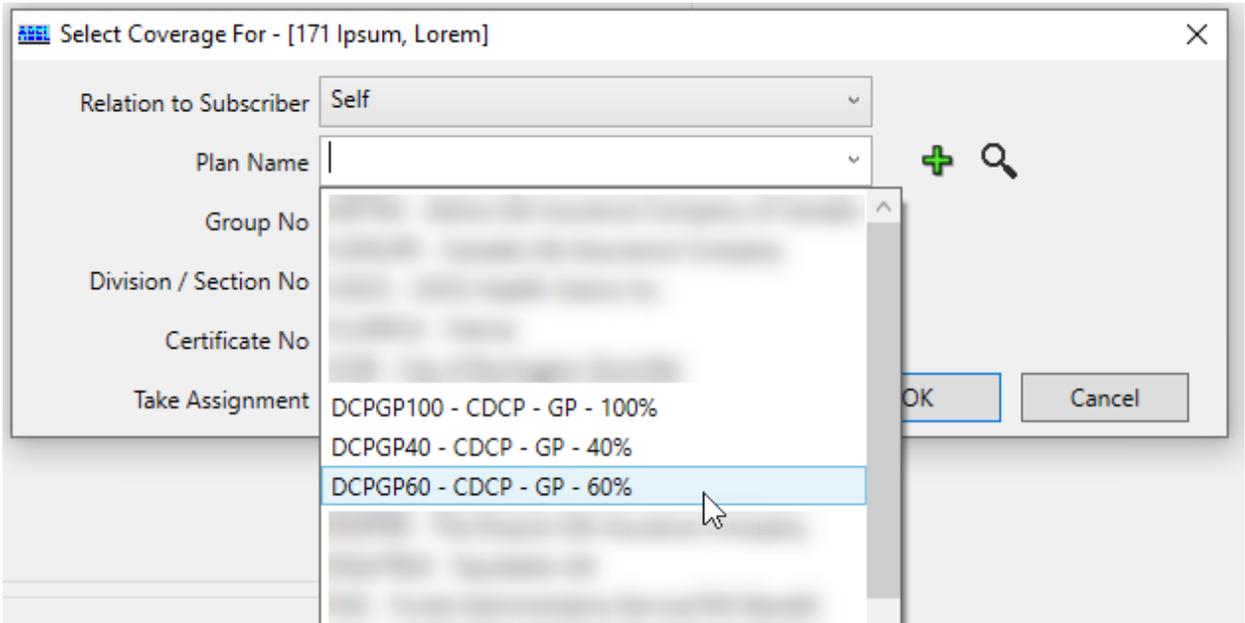
6. Repeat steps 2 through 5 for the other created plans (60% & 100%)
7. Click **OK**
8. Restart **ABELDent**

Associating a CDCP Insurance Plan to a patient:

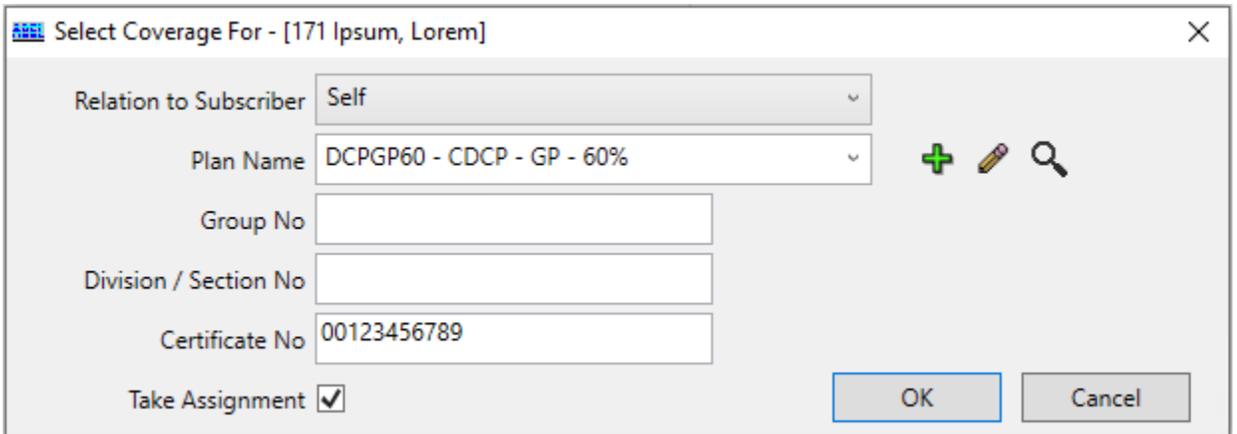
1. Open patient file
2. Navigate to Insurance
3. Select Add New Insurance Coverage



4. Select the CDCP Insurance Plan (with the patient's amount of kept in mind):



5. Place the patient's CDCP Insurance Number in the **Certificate No**



6. Click **OK**

After this point, everything remains the same. After assigning the correct CDCP insurance plan to a patient, you can enter treatment, submit to insurance, and bill as usual.

Fee Confirmation

To confirm the fees have taken effect – navigate to the Fee guide Update section of MyABEL and verify using the chart under each Fee Guide Download section. The chart shows a sampling of new CDCP fees, use these fees to compare to fees in your CDCP Special Fee Schedule after the installation to confirm a successful update.