Helping You Understand Your Enrollment Options



Make Enrollment Easy and Hassle Free – Your Way

We accept your Enrollment data your way – via the Web, EDI, fax, or mail. New enrollments, changes to existing coverage, termination of coverage and all other enrollment changes may be communicated to Paramount Dental by the following methods:

Website – InsuringSmiles.com

Group Benefit Administrators may visit their secure, dedicated Employer Group portal at InsuringSmiles.com, Member Administration Link to access our custom, proprietary enrollment program. Here, you enter your information directly into our system. No forms to fill out. We automate this data; therefore, your enrollment changes enter our system immediately. No waiting. A second method is also available on our website, whereby enrollment information may be scanned and uploaded to us using the InsuringSmiles.com, Upload Link. Both of these methods assure that your employee's information is safe, secure and processed immediately.

Licensed Producers may also use the two aforementioned links at their Advisor portal at www.InsuringSmiles.com to send or enter enrollment information on behalf of their group client, provided they have registered for access to their Advisor portal and have received website access authorization from the Employer Group (via a Paramount Dental Plan Sponsor Certification form).

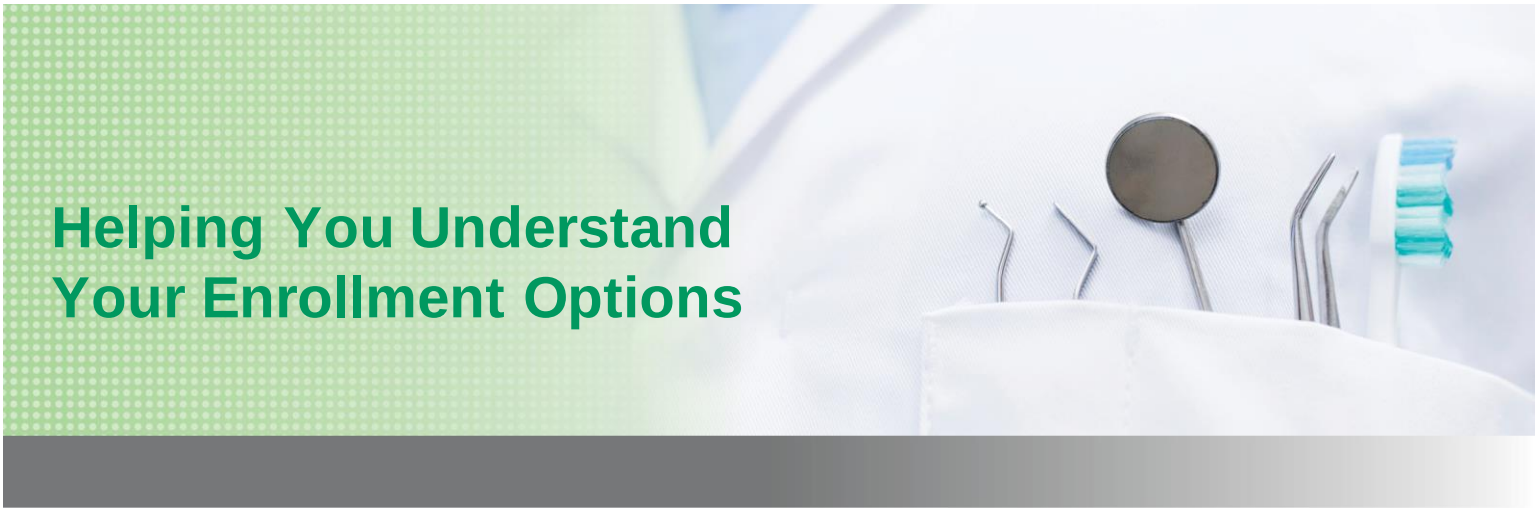
Electronic Data Interchange (EDI)

Enrollment data may be submitted to Paramount Dental's SFTP server using standardized 834 file format and other pre-accepted file formats. Paramount Dental will accept files directly from the group, or from the group's third party administrator. Please contact us for more information and set up instructions related to this option.

PARAMOUNT DENTAL

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Fax or USPS Mail

Completed paper, standardized "Paramount Dental Subscriber Enrollment Forms" may be faxed to (812) 424-2096 or mailed to PO Box 659 Evansville, IN 47704-0659.

Standard Email

Unfortunately, we cannot accept Enrollment information that is emailed to us due to our commitment to protect your employee's non-public financial information (NPFI) and protected health information (PHI). We are regulated to HIPAA and The Security Standards for the Protection of Electronic Protected Health Information (The Security Rule) and thus must implement policies and procedures to restrict access to, protect the integrity of, and guard against the unauthorized access to electronic Protected Health Information (PHI) sent and received over email communications.

Please see Website instructions above for a secure email option using the www.InsuringSmiles.com, upload link.

Any questions concerning this handout should be directed to Paramount Dental at: (800) 727-1444

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