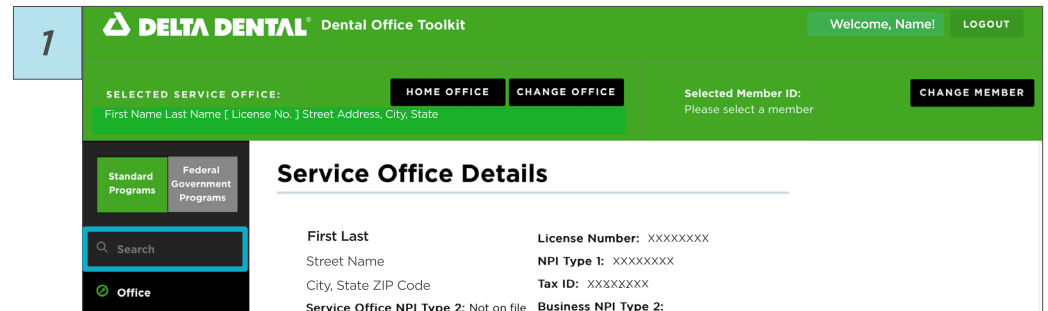


Dental Office Toolkit (DOT) Quick Guide

How to use the Search tab

1. On the left navigation bar, click **Search**.

Image 1



2. Fill out fields for:

- From the *I'd like to search for* drop-down menu, select one of the following:

- All claims
- Pre-treatment estimates
- In-process claims
- Processed claims
- Information requests
- Family claims history
- Claim payments
- EFT interests

- Time period or Start Date to End Date
- Claim search options
 - For ALL Claims
 - For the Selected Member ID
 - For a Specific Claim Number

Click **Search**.

Image 2

