### Attention Independent Practice Dental Hygienists: TELUS Provider Registry for Direct Deposit

As of July 19, 2015, **TELUS Provider Registry** is offering dental hygienists the opportunity to sign up for direct deposit through secure email. This option is available to all CDHA-ACHDnet<sup>™</sup> users. Not only will you receive payment faster, but the bulk payment will be directly deposited into your office bank account and will include reimbursement for **all dental hygienist providers** who practise in your office. You will also receive an electronic statement (view samples from <u>Great West Life here</u>). This service will streamline payment to your office and eliminate the need for part-time dental hygiene contractors to endorse insurance cheques.

#### To register your dental hygiene office, follow these instructions.

Step 1: Click on this website link to enter TELUS's website: www.telushealth.com/directdeposit

Step 2: Click on the Register button.

Step 3: Click on Individual Dental Practitioner or the Dental Clinic button.

Step 4: Click on EDI or paper button to identify if you use Cadet or not.

Step 5: Click on Specialist dropdown arrow to indicate that you are registering as a dental hygienist.

Step 6: Click on Next Step button to complete the registration process.

And remember: Express Scripts also offers direct deposit to CDHA-ACHDnet<sup>™</sup> users. A similar registration process is required, <u>click here</u> to enroll.

#### What if I am not registered for CDHA-ACHDnet™?

You must first register for CDHA-ACHDnet™

Step 1: You will need to purchase and install practice management software. For a list of vendors, <u>click</u> <u>here</u>.

Step 2: Complete the CDHA-ACHDnet<sup>™</sup> Electronic Billing Enrollment Form.

Step 3: CDHA will send you an office number (###H) and set-up instructions. You may have to contact your software vendor to set you up.

Step 4: CDHA will ensure that your practice information is uploaded in our weekly feed to TELUS.

Step 5: Follow the steps to enroll for Telus Network provider registry above.

#### **TELUS Network for Dental Hygiene**

- Coughlin & Associates Ltd.
- Desjardins
- Great West Life
- Green Shield
- Johnston Group
- Manion Wilkins
- Medavie Blue Cross
- NIHB

## **Express Scripts Network for Dental Hygiene**

- Benecaid
- Cowan Benefits Consulting
- Groupe Medical Services GMS
- Groupe Premier Medical
- Humania Assurance
- L'Internationale/Union
- l'Internationale compagnie D'assurance vie
- SFMM/FSMA des fonctionnaires municipaux MTL
- SSQ

# What if I have more questions or difficulties with the set-up?

Contact TELUS Health at 1-866-240-7492 option 5 or provider.mgmt@telus.com