

Dental Plans Web Site Quick Reference Guide

This Quick Reference Guide serves as a reference tool for navigating the *Dental Plans* Web site on www.mamsi.com.

Note Some Web pages on this site display in *Adobe Acrobat Reader*. If you do not have this application, you may obtain a free download from the Adobe Systems Incorporated home page, www.adobe.com.

MAMSI's *Dental Plans* Internet Web site allows a visitor to view the following group and individual dental plans:

- **Group Dental Plans** – provides information about the Indemnity and Preferred Provider Organization (PPO) dental plans offered by MAMSI Life and Health Insurance Company (MLH) and the Alliance PPO, LLC (Alliance) Dental Discount Program.
- **Individual (Voluntary) Dental Discount Program** – provides information about the dental discount program available to individuals as a voluntary dental product.
- **Federal Employee Dental Plans** – provides information about the Alliance Dental Discount Program, MLH Basic PPO and MLH PPOplus dental plans available only to MD-Individual Practice Association, Inc. (M.D. IPA) Federal Employee Health Benefit (FEHB) members.

Access the Dental Plans Page

1. From the MAMSI home page (<http://www.mamsi.com>), click the “MAMSI Products & Services” hyperlink located on the left side of the Web page.
2. Click the “**Dental Plans**” hyperlink.
3. Click a **Dental Plan** hyperlink:
 - “**Group Dental Plans**” (go to *Select a Group Dental Plan* on page 1).
 - “**Individual (Voluntary) Dental Discount Program**” (go to *Select the Individual Dental Discount Program* on page 4).
 - “**Federal Employee Dental Plans**” (go to *Select a Federal Employee Dental Plan* on page 4).

Select a Group Dental Plan

From the *Group Dental Plans* page, you may view information about a plan via three hyperlinks.

1. To view information on dental plans where dental services may be provided by a dentist of choice, click the “**MLH Indemnity Dental Plans**” hyperlink. Go to *View MLH Indemnity Plans* on page 2.
OR
2. To view information on dental plans where customers are encouraged to receive dental services from preferred dentists and have the advantage of negotiated fees, but may receive services from any dentist, click the “**MLH PPO Dental Plans**” hyperlink. Go to *View MLH PPO Dental Plans* on page 2.
OR
3. To view information on a dental program where a discount on dental services is given when services are received from participating dentists and specialists, click the “**Alliance Dental Discount Program**” hyperlink. Go to

View *Alliance Dental Discount Program* on page 3.

OR

4. To return to the *Dental Plans* page, click the **Back** button on your browser. Go to Step 3 in *Access the Dental Plans Page* on page 1.

View MLH Indemnity Plans

1. To view a summary of indemnity dental plans available to groups in Virginia, Maryland and Washington, D.C., click the “**Summary of Indemnity Dental Plans for DC, MD, VA**” hyperlink. When you have finished viewing the page, go to Step 5 below.

OR

2. To view a summary of indemnity dental plans available to groups in West Virginia, Pennsylvania, Delaware and North Carolina, click the “**Summary of Indemnity Dental Plans for PA, DE, WV, NC**” hyperlink. When you have finished viewing the page, go to Step 5 below.

OR

3. To view a sample indemnity dental plan, click the “**Sample Indemnity Dental Plan**” hyperlink. When you have finished viewing the page, go to Step 5 below.

OR

4. To contact the nearest MAMSI sales office, click the “**Contact a Sales Office Near You**” hyperlink. Go to *Contact a Sales Office* on page 3.
5. To exit the page, click the **Close** button located in the upper right corner of the window.
6. To return to the *Dental Plans* page, click the **Back** button on your browser. Go to Step 3 in *Access the Dental Plans Page* on page 1.

View MLH PPO Dental Plans

1. To view a summary of PPO dental plans available to groups in Virginia, Maryland and Washington, D.C., click the “**Summary of PPO Dental Plans for MD, DC, VA**” hyperlink. When you have finished viewing the page, go to Step 5 below.

OR

2. To view a sample PPO dental plan, click the “**Sample PPO Dental Plan**” hyperlink. When you have finished viewing the page, go to Step 5 below.

OR

3. To locate a dentist who participates in the PPO dental plan:
 - a. Click the “**Find a Participating Dentist**” hyperlink.
 - b. Enter **Information** via the *Find a Doctor* page to select a dentist who participates in the MLH Dental Network.

OR

4. To contact the nearest MAMSI sales office, click the “**Contact a Sales Office Near You**” hyperlink. Go to *Contact a Sales Office* on page 3.
5. To exit the page, click the **Close** button located in the upper right corner of the window.
6. To return to the *Dental Plans* page, click the **Back** button on your browser. Go to Step 3 in *Access the Dental Plans Page* on page 1.

View Alliance Dental Discount Program

1. To view a summary of the Alliance dental discount program available to groups in Virginia, Maryland and Washington, D.C.:
 - a. Click the “**Dental Discount Program Summary**” hyperlink.
 - b. When you have finished viewing the page, click the **Back** button on your browser. Go to Step 5 below.
2. To view a sample of Dental Discount Program fees, click the “**Sample Dental Discount Fees**” hyperlink. When you have finished viewing the page, go to Step 5 below.

OR

3. To locate a dentist who participates in the Alliance Dental Discount Program:
 - a. Click the “**Find a Participating Dentist**” hyperlink.
 - b. Enter **Information** via the *Find a Doctor* page to select a dentist who participates in the Alliance Dental Network.

OR

4. To contact the nearest MAMSI sales office, click the “**Contact a Sales Office Near You**” hyperlink. Go to *Contact a Sales Office* on page 3.
5. To exit the page, click the **Close** button located in the upper right corner of the window.
6. To return to the *Dental Plans* page, click the **Back** button on your browser. Go to Step 3 in *Access the Dental Plans Page* on page 1.

Contact a Sales Office

The *Sales* section of the *Contact Us* page allows you to contact the nearest MAMSI sales office.

1. To send an e-mail message to a sales office, click an **E-mail Address**:
 - “**sales99@mamsi.com**” (for groups with under 100 employees)
 - “**sales100@mamsi.com**” (for groups with more than 100 employees)
 - “**groupservices@mamsi.com**” (Group Services, for existing group clients)
 - “**salesind@mamsi.com**” (Individual and Family Sales and Products, for Maryland and Virginia residents)

NOTE	After you click an e-mail address, Microsoft Outlook opens, allowing you to compose and send an e-mail message to the selected address.
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OR

2. To view contact information (street address and telephone number) for a sales office, click a **Sales Office** hyperlink:
 - “**Small Groups (less than 100 employees)**”
 - “**Large Groups (more than 100 employees)**”
3. To return to the *Contact Us* page, click the **Back** button on your browser.
4. To return to the *Group Dental Plans* page, click the **Back** button on your browser.
5. To return to the *Dental Plans* page, click the **Back** button on your browser. Go to Step 3 in *Access the Dental Plans Page* on page 1.

Select the Individual Dental Discount Program

Information about the Voluntary Dental Discount Program offered to individuals by Alliance is available from the *Individual – Voluntary Dental Discount Program* page.

1. To view a summary of the Voluntary Dental Discount Program:
 - a. Click the “**Voluntary Dental Discount Program Summary**” hyperlink.
 - b. When you have finished viewing the page, click the **Back** button on your browser. Go to Step 7.

OR

2. To view a sample of dental discount fees, click the “**Sample of Dental Discount Fees**” hyperlink. When you have finished viewing the page, go to Step 6.

OR

3. To access a form to enroll in this program, click the “**Enrollment Form**” hyperlink. When you have finished viewing the page, go to Step 6.

NOTE	You may print the form (for completion and submission offline) by clicking the <i>Print</i> button located in the toolbar above the form, then selecting a <i>Printer</i> and <i>Print Range</i> and clicking the <i>OK</i> button.
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4. To locate a dentist who participates in the Alliance Dental Discount Program, click the “**Find a Participating Dentist**” hyperlink. Go to Step 3 in *View Alliance Dental Discount Program* on page 3.

OR

5. To submit a question to MAMSI’s Member Services Department by e-mail or telephone:
 - a. Click the “**Contact our Member Services Department**” hyperlink.
 - b. Click the “**Click here**” hyperlink.
 - c. Enter **Information** into the fields on the *Member Email Inquiry* page.

- d. Click the **Submit** button. A message displays to confirm receipt of your question.
 - e. Click the **Back** button on your browser until the *Individual – Voluntary Dental Discount Program* page redisplay. Go to Step 7.
6. To exit the form, click the **Close** button located in the upper right corner of the window.
 7. To return to the *Dental Plans* page, click the **Back** button on your browser. Go to Step 3 in *Access the Dental Plans Page* on page 1.

Select a Federal Employee Dental Plan

If you are a Federal Government employee, and are enrolled in the M.D. IPA FEHB Program, you may obtain information on your dental program from your select Web site, www.mamsi.com/federal. The site contains detailed information on the Dental Discount Program, the Basic PPO (which is provided to all M.D. IPA FEHB enrollees), or the upgrade option (under the *MAMSI Complete* benefits, called the *PPOplus Option*).