



# Registration Guidelines

To ensure you receive payment for your services aligned to how you practice, it is important that you register accordingly. Please review these guidelines before you register.

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**Individual dental provider:** You should register as an individual provider if you will be submitting the claims and wish to be the person paid for your services. You can be both an individual provider and an associate of an organisation or clinic at the same time. This means you would have at least two active work locations: one location where you are registered as an independent provider and from where you submit the claims and are paid directly, and one location where you work as part of a clinic that has registered and indicated that you are an associate working for that organisation or clinic. The clinic will be paid for the claims.

## As an independent provider:

- You will need to agree to the Terms and Conditions for the service.
- You will need to provide all your Unique Identifier Numbers (UINs).
- If you practice in multiple provinces, please provide all your UIN(s).
- You can register with multiple locations by providing all your CDAnet Dental Office numbers.
- Once you are registered for the service, any new location will automatically be added to your profile from the information we receive from CDA, ACDQ and DAC.
- You may designate individuals who can update your banking information.

**Organisational provider:** You should register as an organisational provider or clinic if you are a clinic with dentists/dental practitioners/denturists working for you and you wish the claims to be paid to the clinic, and not the individual practitioners. When you register as an organisational provider, you will indicate the dentists/dental practitioners/denturists associated to the clinic.

### As an organisational provider:

- You will register with a single location (CDAnet Dental Office Number).
- Associated providers will have the relationship with an organisation and share the organisation's work location identifier (CDAnet Dental Office Number).
- You will need to agree to the Terms and Conditions for the service.
- If new practitioners join your organisation, they will be covered under your agreement; your associated providers' list will be updated automatically from the information we receive from CDA, ACDQ and DAC.
- You may designate individuals who can update the banking information for the organisation.

We recognize that you may have more than one working arrangement. How you will get paid for a particular claim will depend on the location that is submitted with that claim. For example, if the claim is submitted with you as the servicing provider and the location belongs to a clinic, then the clinic that has registered under that location would get paid for the claim. If the claim is submitted with a location indicating that you are the servicing provider and a location that you registered for as an individual provider, you will be paid for that claim.

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