



DR. CONNY ATHANASOPOULOS

## SELF ADMINISTERED INSURANCE

**ACP Orthodontics** is always striving to assist our patients with the most effective, and efficient ways of processing their personal accounts/Insurance claims.

In order for you to complete the self administered insurance process (i.e. Print account receipts) each month to submit to your insurance carrier for reimbursement you will need to have your email address set-up with ACP Orthodontics and our web interface powered by Televox/TLink .

Please follow these instructions:

- Go to our website [www.ACPortho.com](http://www.ACPortho.com)
- Click on "PATIENT LOGIN" (Enter your Last Name/ User ID: Your email /PW: Ac@1234)
- Click on Account Info (on the left side of the page)
- Click on View Ledger of Payments & Charges (on the right side of the page)
- Click on Print Statement
- Click Show payments (for receipt) (Enter the correct Date range as your payment is processed monthly)
- Click Print (Note: Opening this document requires the Free Adobe reader Software – Click link if required)
- A prompt will ask you "Open or Save" – Select Open
- Click Print
- This Receipt should be attached to your Standard Dental Claim form from Your employer (You are require to fill in the following information on the form (See SAMPLE):
  - Unique No. (Wpg #070540751 / Kenora #063773450)
  - Do Not sign in the area that says "Assign my benefits to the dentist" as you will not be reimbursed (Cross this area out)
  - Where the Office Verification is required – Please write: "Signature on File"
  - Please sign and complete the indicated fields on the Sample Form. You are now ready to send the completed form to your insurance so they may send you the reimbursement directly(Note: Once you have reached your maximum benefit, you will NO longer need to submit these receipts)

Additionally: You can also print up detailed ledgers using our system for submission during Income Tax time.

Should you have questions, please contact the ACP Team at [reception@acportho.com](mailto:reception@acportho.com) /[loraine@acportho.com](mailto:loraine@acportho.com) or directly contact our practice for direct assistance (Winnipeg: (204) 253-1269 / Kenora: (807) 468-3681).

[www.ACPortho.com](http://www.ACPortho.com)