

Sending SECONDARY CLAIMS with Electronic Attachment

1 From your claims list

DentiMax Version 24 - Carla Mariana Rodriguez Yustiz

File Edit Lists Activities Help

DentiMax

Claim - Wo, Frurakurine

Claim Status Primary: ▼

Type of Transaction: ▼

Name:

Patient ID:

Claim Status Secondary: ▼

Number:

Subscriber Name:

Primary is Medical: Show All ▼

Search: Search by: Chart Number ▼ View: Claim List ▼

Claims created from: 3/6/2025 ▼ To: 2/25/2026 ▼ Hide Paid/Completed Only Show Open Ortho Claims

Notes	Number	Chart Nu...	Primary Payer Name	Name	Subscriber Name	Date Created	Claim Status Primary	Claim Status Secondary	Next
□	40	WOFR0000	Aetna	Wo, Frurakurine	Wo, Frurakurine	6/9/2025 2:30:33 PM	Complete	Ready to Bill	
□	69	VANCA000	Aetna	Vaniscever, Camren	Vaniscever, Camren	9/3/2025 9:45:54 AM	Complete	Complete	
□	87	VANCA000	Aetna	Vaniscever, Camren	Vaniscever, Camren	11/6/2025 10:56:39 AM	Billed		
□	79	TOLTO000	Delta Dental Of AZ	Tole, Tole	Tole, Tole	10/24/2025 10:04:32 AM	Complete	Complete	
□	80	TOLTO000	Delta Dental Of AZ	Tole, Tole	Tole, Tole	10/24/2025 10:05:56 AM	Complete	Complete	
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□	68	THRON000	Humana	Three, One Two	Three, One Two	9/2/2025 9:18:08 AM	Complete	Complete	
□	86	THRON000	Humana	Three, One Two	Three, One Two	2/5/2026 11:49:17 AM	Billed		
□	98	TESTE002	Aetna	test, test	test, test	1/7/2026 2:43:26 PM	Failed Claim Validation		
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□	67	TESDE000	Aetna	Test, Dentimax	Test, Dentimax	8/29/2025 11:29:15 AM	Complete	Complete	
□	17	SCIBI000	Denti-Cal	ScienceGuy, BillNye T	ScienceGuy, BillNye T	3/13/2025 9:22:43 AM	Complete	Complete	
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□	30	RINEL000	Denti-Cal	Rings, Eldens	Rings, Eldens	5/16/2025 10:46:05 AM	Complete	Complete	
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□	64	RINEL000	Denti-Cal	Rings, Eldens	Rings, Eldens	8/29/2025 11:29:14 AM	Complete	Complete	
□	32	NUMNU000	Aetna	Numbers, Nubby	Numbers, Nubby	5/21/2025 10:13:12 AM	Complete	Complete	
□	47	NUMNU000	Aetna	Numbers, Nubby	Numbers, Nubby	7/25/2025 1:28:20 PM	Complete	Complete	
□	50	NUMNU000	Denti-Cal	Numbers, Nubby	Numbers, Nubby	8/4/2025 3:32:13 PM	Complete	Complete	

Made with Scribe - <https://scribehow.com>

1

2

When sending electronic claims ANYTHING in the Primary or Secondary status marked as "Ready to Bill" will send when you send electronic claims

ies Help

Claim - Wo, Frurakurine

Claim Status Primary: _____ Claim Status Secondary: _____
 Type of Transaction: _____ Number: _____
 Name: _____ Subscriber Name: _____
 Patient ID: _____ Primary is Medical: Show All _____

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3

If you need to add attachments: Double-click to open claim

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t Lists Activities Help

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4

The claim will still show with the primary insurance in the top box: this is normal.

The system will automatically know which insurance policy to send to based on the Primary or Secondary status.

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File Edit Lists Activities Help

The screenshot shows the 'Dental Claim Form' interface. The 'Electronic Attachments' tab is highlighted with a red circle. The form contains the following sections:

- HEADER INFORMATION:**
 - 1. Type of Transaction: Statement of Actual Services, EPSDT / Title XIX
 - 2. Preauthorization/Preauthorization Number
- DENTAL BENEFIT PLAN INFORMATION:**
 - 3. Company/Plan Name, Address, City, State, Zip Code: Aetna, P.O. Box 14094, Lexington, KY 40512
 - 3a. Payer ID: 69054
- POLICYHOLDER/SUBSCRIBER INFORMATION:**
 - 12. Policyholder/Subscriber Name: Wg, Furukine
 - 13. Date of Birth: 6/9/1998
 - 14. Gender: M, F, U
 - 15. Policyholder/Subscriber ID: 123498
 - 16. Plan/Group Number: 496489
 - 17. Employer Name
- PATIENT INFORMATION:**
 - 18. Relationship to Policyholder/Subscriber: Self, Spouse, Dependent Child, Other
 - 19. Reserved For Future Use
 - 20. Name: Wg, Furukine
 - 21. Date of Birth: 6/9/1998
 - 22. Gender: M, F, U
 - 23. Patient ID/Account #: WDFR0000
- OTHER COVERAGE:**
 - 4. Dental? Medical? (if both, complete 5-11 for dental only)
 - 5. Name of Policyholder/Subscriber in #4: Wg, Furukine
 - 6. Date of Birth: 6/9/1998
 - 7. Gender: M, F, U
 - 8. Policyholder/Subscriber ID: 45454
 - 9. Plan/Group Number: 453
 - 10. Patient's Relationship to Person named in #5: Self, Spouse, Dependent, Other
 - 11. Other Insurance Company/Dental Benefit Plan Name, Address, City, State, Zip Code: Anthem, P.O. Box 69444, San Antonio, TX 78265
 - 11a. Other Payer ID: 84105
- RECORD OF SERVICES PROVIDED:**

1	24. Procedure Date (MM/DD/CCYY)	25. Area of Oral Cavity	26. Tooth System	27. Tooth Number(s) or Letter(s)	28. Tooth Surface	29. Procedure Code	29a. Diag Pointer	29b. Qty	30. Description	31. Fee
1	6/9/2025		JP			D0120		1	periodic oral evaluation - established p	\$55.00
2										
3										
4										
5										
6										
7										
8										
9										
10										

5

Click "Electronic Attachments"

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File Edit Lists Activities Help

This screenshot is identical to the one above, showing the 'Dental Claim Form' interface. The 'Electronic Attachments' tab is highlighted with a red circle. The form contains the following sections:

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 - 10. Patient's Relationship to Person named in #5: Self, Spouse, Dependent, Other
 - 11. Other Insurance Company/Dental Benefit Plan Name, Address, City, State, Zip Code: Anthem, P.O. Box 69444, San Antonio, TX 78265
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1	6/9/2025		JP			D0120		1	periodic oral evaluation - established p	\$55.00
2										
3										
4										
5										
6										
7										
8										
9										
10										

6 Click "Add Attachment"

DentiMax Version 24 - Carla Mariana Rodriguez Yustiz

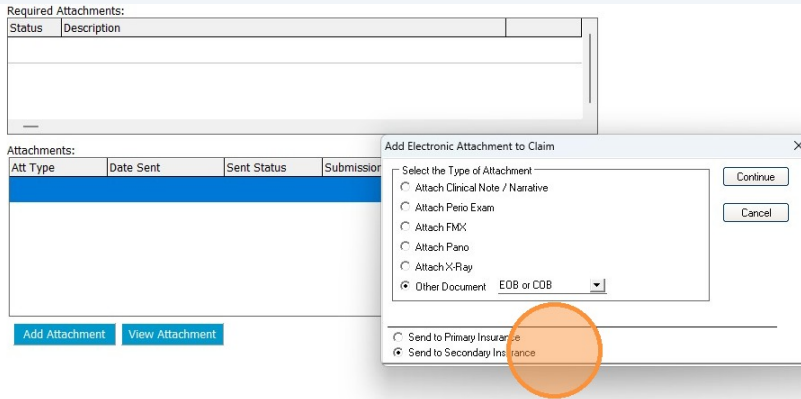
File Edit Lists Activities Help

The screenshot displays the DentiMax software interface. At the top, there is a menu bar with 'File', 'Edit', 'Lists', 'Activities', and 'Help'. Below the menu bar is a toolbar with various icons. The main window is titled 'Claim Information' and has several tabs: 'ADA Form', 'Billing', 'Claim Information', and 'Electronic Attachments'. The 'Claim Information' tab is active. On the left side, there is a dark blue sidebar with a list of options: 'General', 'Print', 'Claim Data', 'Attachments', and 'Other Information'. The 'Attachments' section is expanded, showing 'Check Attachment R...', 'Add Attachment', and 'Open FastAttach'. The 'Add Attachment' button is highlighted with an orange circle. The main content area shows 'Attachments Required: <not checked>' and 'Checked on: <not checked>'. Below this, there is a table for 'Required Attachments' with columns 'Status' and 'Description'. At the bottom, there is a table for 'Attachments' with columns 'Att Type', 'Date Sent', 'Sent Status', and 'Submission ID'. There are three buttons at the bottom: 'Add Attachment', 'View Attachment', and 'Remove Attachment'.

7

You will see now at the bottom of the attachment selection box an option to select "sent to secondary insurance". If you are working the secondary claim this will be marked for secondary.

Proceed with the attachments as usual



8

Once you have added all attachments and uploaded them, the secondary claim is ready to send.

- Carla Mariana Rodriguez Yustiz

ies Help

Claim - Wo, Frurakurine

Claim Status Primary: [dropdown] Claim Status Secondary: [dropdown]
 Type of Transaction: [dropdown] Number: [input]
 Name: [input] Subscriber Name: [input]
 Patient ID: [input] Primary is Medical: Show All [dropdown]

Search: [input] Search by: Chart Number [dropdown] View: Claim List [dropdown]

Claims created from: 3/6/2025 To: 2/25/2026 [checkbox] Hide Paid/Completed [checkbox] Only Show Open Ortho Claims [checkbox]

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9

To send individual claim: select the claim you are working on and click "Send Selected E-Claim"

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File Edit Lists Activities Help

Claim - Wo, Frurakurine

General

Close Screen

Customize View

Customize Filter

Modify Data

Edit Claim

Delete Claim

Create Claims

Claims

Print Selected Claim

Print Claims

Send Claims

Send Selected E-Claim

Validate Claim

Get Claim Status

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10

Click "Send"

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87	VANCA000	Aetna	Vaniscever, Camren	Vaniscever, Camren	11/6/2025 10:56:39 AM	Billed			
79	TOLTO0000	Delta Dental Of AZ	Tole, Tole	Tole, Tole	10/24/2025 10:04:32 AM	Complete	Complete		
80	TOLTO0000	Delta Dental Of AZ	Tole, Tole	Tole, Tole	10/24/2025 10:05:56 AM	Complete	Complete		
108	TOLTO0000	Delta Dental Of AZ	Tole, Tole	Tole, Tole	2/4/2026 9:19:12 AM	Ready to Bill	Complete		
68	THRON0000	Humana	Three, One Two	Three, One Two	9/2/2025 9:18:08 AM	Complete	Complete		
86	THRON0000	Humana	Three, One Two	Three, One Two	2/5/2026 11:49:17 AM	Billed			
98	TESTE002	Aetna	test, test	test, test	1/7/2026 2:43:26 PM	Failed Claim Validation			
97	TESTE001	Aetna	Test, Test	Test, Test	1/7/2026 2:40:47 PM	Failed Claim Validation			
100	TESTE001	Aetna	Test, Test	Test, Test	1/22/2026 9:26:33 AM	Failed Claim Validation			
67	TESDE000	Aetna	Test, Dentimax	Test, Dentimax	8/29/2025 11:29:15 AM	Complete	Complete		
17	SCIBI000	Denti-Cal	ScienceGuy, BillNye T	ScienceGuy, BillNye T	3/13/2025 9:22:43 AM	Complete	Complete		
19	SCIBI000	Denti-Cal	ScienceGuy, BillNye T	ScienceGuy, BillNye T	4/11/2025 12:19:06 PM	Complete	Complete		
65	SCIBI000	Aetna	ScienceGuy, BillNye T	ScienceGuy, BillNye T	8/29/2025 11:29:14 AM	Complete	Complete		
66	SCIBI000	Denti-Cal	ScienceGuy, BillNye T	ScienceGuy, BillNye T	8/29/2025 11:29:15 AM	Complete	Complete		
30	RINEL000	Denti-Cal	Rings, Eldens	Rings, Eldens	5/16/2025 10:46:05 AM	Complete	Complete		
31	RINEL000	Denti-Cal	Rings, Eldens	Rings, Eldens	5/16/2025 10:46:05 AM	Complete	Complete		
63	RINEL000	Denti-Cal	Rings, Eldens	Rings, Eldens	8/29/2025 11:29:14 AM	Complete	Complete		
64	RINEL000	Denti-Cal	Rings, Eldens	Rings, Eldens	8/29/2025 11:29:14 AM	Complete	Complete		
32	NUMNU000	Aetna	Numbers, Nubby	Numbers, Nubby	5/21/2025 10:13:12 AM	Complete	Complete		
47	NUMNU000	Aetna	Numbers, Nubby	Numbers, Nubby	7/25/2025 1:28:20 PM	Complete	Complete		
50	NUMNU000	Denti-Cal	Numbers, Nubby	Numbers, Nubby	8/4/2025 3:32:13 PM	Complete	Complete		
61	NUMNU000	Aetna	Numbers, Nubby	Numbers, Nubby	8/29/2025 11:29:13 AM	Complete	Complete		
62	NUMNU000	Denti-Cal	Numbers, Nubby	Numbers, Nubby	8/29/2025 11:29:14 AM	Complete	Complete		
90	MEORJ000	Aetna	Meow, Rigby	Meow, Rigby	11/13/2025 11:28:19 AM	Billed			
91	MEORJ000	Aetna	Meow, Rigby	Meow, Rigby	11/13/2025 11:28:21 AM	Billed			
92	MEORJ000	Aetna	Meow, Rigby	Meow, Rigby	11/13/2025 11:28:22 AM	Billed			
93	MEORJ000	Aetna	Meow, Rigby	Meow, Rigby	11/13/2025 11:28:25 AM	Billed			
94	MEORJ000	Aetna	Meow, Rigby	Meow, Rigby	11/13/2025 11:28:26 AM	Billed			
36	MANPA000	Aetna	Man, Pac	Man, Pac	6/9/2025 1:47:41 PM	Complete	Complete		
59	MANPA000	Aetna	Man, Pac	Man, Pac	8/29/2025 11:29:13 AM	Complete	Complete		
60	MANPA000	Aetna	Man, Pac	Man, Pac	8/29/2025 11:29:13 AM	Complete	Complete		
109	MANPA000	Aetna	Man, Pac	Man, Pac	2/5/2026 11:40:21 AM	Failed Claim Validation			

11 Click "OK"

Patient ID: _____ Primary is Medical: Show All

Search by: Chart Number View: Claim List

Items created from: 3/6/2025 To: 2/25/2026 Hide Paid/Completed Only Show Open Ortho Claims

Number	Chart Nu...	Primary Payer Name	Name	Subscriber Name	Date Created	Claim Status Primary	Claim Status Secondary	Next Ortho Bill Date	Months of Treatment Remain
40	WOFR0000	Aetna	Wo, Frurakurine	Wo, Frurakurine	6/9/2025 2:30:33 PM	Complete	Ready to Bill		
69	VANCA000	Aetna	Vaniscever, Camren	Vaniscever, Camren	9/3/2025 9:45:54 AM	Complete	Complete		
87	VANCA000	Aetna	Vaniscever, Camren	Vaniscever, Camren	11/6/2025 10:56:39 AM	Billed			
79	TOLTO000	Delta Dental Of AZ	Tole, Tole	Tole, Tole	10/24/2025 10:04:32 AM	Complete	Complete		
80	TOLTO000	Delta Dental Of AZ	Tole, Tole	Tole, Tole	10/24/2025 10:05:56 AM	Complete	Complete		
108	TOLTO000	Delta Dental Of AZ	Tole, Tole	Tole, Tole	2/4/2026 9:19:12 AM	Ready to Bill	Complete		
68	THRON000	Humana	Three, One Two	Three, One Two	9/2/2025 9:18:08 AM	Complete	Complete		
86	THRON000	Humana	Three, One Two	Three, One Two	2/5/2026 11:49:17 AM	Billed			
98	TESTE002	Aetna	test, test	test, test	1/7/2026 2:43:26 PM	Failed Claim Validation			
97	TESTE001	Aetna	Test, Test	Test, Test	8/29/2025 11:29:13 AM	Failed Claim Validation			
100	TESTE001	Aetna	Test, Test	Test, Test	8/29/2025 11:29:13 AM	Failed Claim Validation			
67	TESDE000	Aetna	Test, Dentimax	Test, Dentimax	8/29/2025 11:29:13 AM	Complete	Complete		
17	SCIBI000	Denti-Cal	ScienceGuy, BillNye T	ScienceGuy, BillNye T	8/29/2025 11:29:13 AM	Complete	Complete		
19	SCIBI000	Denti-Cal	ScienceGuy, BillNye T	ScienceGuy, BillNye T	8/29/2025 11:29:13 AM	Complete	Complete		
65	SCIBI000	Aetna	ScienceGuy, BillNye T	ScienceGuy, BillNye T	8/29/2025 11:29:13 AM	Complete	Complete		
66	SCIBI000	Denti-Cal	ScienceGuy, BillNye T	ScienceGuy, BillNye T	8/29/2025 11:29:13 AM	Complete	Complete		
30	RINEL000	Denti-Cal	Rings, Eldens	Rings, Eldens	5/16/2025 10:46:05 AM	Complete	Complete		
31	RINEL000	Denti-Cal	Rings, Eldens	Rings, Eldens	5/16/2025 10:46:05 AM	Complete	Complete		
63	RINEL000	Denti-Cal	Rings, Eldens	Rings, Eldens	8/29/2025 11:29:14 AM	Complete	Complete		
64	RINEL000	Denti-Cal	Rings, Eldens	Rings, Eldens	8/29/2025 11:29:14 AM	Complete	Complete		
32	NUMNU000	Aetna	Numbers, Nubby	Numbers, Nubby	5/21/2025 10:13:12 AM	Complete	Complete		
47	NUMNU000	Aetna	Numbers, Nubby	Numbers, Nubby	7/25/2025 1:28:20 PM	Complete	Complete		
50	NUMNU000	Denti-Cal	Numbers, Nubby	Numbers, Nubby	8/4/2025 3:32:13 PM	Complete	Complete		
61	NUMNU000	Aetna	Numbers, Nubby	Numbers, Nubby	8/29/2025 11:29:13 AM	Complete	Complete		
62	NUMNU000	Denti-Cal	Numbers, Nubby	Numbers, Nubby	8/29/2025 11:29:14 AM	Complete	Complete		
90	MEORI000	Aetna	Meow, Rigby	Meow, Rigby	11/13/2025 11:28:19 AM	Billed			
91	MEORI000	Aetna	Meow, Rigby	Meow, Rigby	11/13/2025 11:28:21 AM	Billed			
92	MEORI000	Aetna	Meow, Rigby	Meow, Rigby	11/13/2025 11:28:22 AM	Billed			
93	MEORI000	Aetna	Meow, Rigby	Meow, Rigby	11/13/2025 11:28:25 AM	Billed			
94	MEORI000	Aetna	Meow, Rigby	Meow, Rigby	11/13/2025 11:28:26 AM	Billed			
36	MANPA000	Aetna	Man, Pac	Man, Pac	6/9/2025 1:47:41 PM	Complete	Complete		
59	MANPA000	Aetna	Man, Pac	Man, Pac	8/29/2025 11:29:13 AM	Complete	Complete		

12 Click "Yes"

Patient ID: _____ Primary is Medical: Show All

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108	TOLTO000	Delta Dental Of AZ	Tole, Tole	Tole, Tole	2/4/2026 9:19:12 AM	Ready to Bill	Complete		
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67	TESDE000	Aetna	Test, Dentimax	Test, Dentimax	8/29/2025 11:29:13 AM	Complete	Complete		
17	SCIBI000	Denti-Cal	ScienceGuy, BillNye T	ScienceGuy, BillNye T	8/29/2025 11:29:13 AM	Complete	Complete		
19	SCIBI000	Denti-Cal	ScienceGuy, BillNye T	ScienceGuy, BillNye T	8/29/2025 11:29:13 AM	Complete	Complete		
65	SCIBI000	Aetna	ScienceGuy, BillNye T	ScienceGuy, BillNye T	8/29/2025 11:29:13 AM	Complete	Complete		
66	SCIBI000	Denti-Cal	ScienceGuy, BillNye T	ScienceGuy, BillNye T	8/29/2025 11:29:13 AM	Complete	Complete		
30	RINEL000	Denti-Cal	Rings, Eldens	Rings, Eldens	5/16/2025 10:46:05 AM	Complete	Complete		
31	RINEL000	Denti-Cal	Rings, Eldens	Rings, Eldens	5/16/2025 10:46:05 AM	Complete	Complete		
63	RINEL000	Denti-Cal	Rings, Eldens	Rings, Eldens	8/29/2025 11:29:14 AM	Complete	Complete		
64	RINEL000	Denti-Cal	Rings, Eldens	Rings, Eldens	8/29/2025 11:29:14 AM	Complete	Complete		
32	NUMNU000	Aetna	Numbers, Nubby	Numbers, Nubby	5/21/2025 10:13:12 AM	Complete	Complete		
47	NUMNU000	Aetna	Numbers, Nubby	Numbers, Nubby	7/25/2025 1:28:20 PM	Complete	Complete		
50	NUMNU000	Denti-Cal	Numbers, Nubby	Numbers, Nubby	8/4/2025 3:32:13 PM	Complete	Complete		
61	NUMNU000	Aetna	Numbers, Nubby	Numbers, Nubby	8/29/2025 11:29:13 AM	Complete	Complete		
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92	MEORI000	Aetna	Meow, Rigby	Meow, Rigby	11/13/2025 11:28:22 AM	Billed			
93	MEORI000	Aetna	Meow, Rigby	Meow, Rigby	11/13/2025 11:28:25 AM	Billed			
94	MEORI000	Aetna	Meow, Rigby	Meow, Rigby	11/13/2025 11:28:26 AM	Billed			
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59	MANPA000	Aetna	Man, Pac	Man, Pac	8/29/2025 11:29:13 AM	Complete	Complete		
60	MANPA000	Aetna	Man, Pac	Man, Pac	8/29/2025 11:29:13 AM	Complete	Complete		

13

Once sent the Claim Status for Secondary will be Billed

4 - Carla Mariana Rodriguez Yustiz

ities Help

Claim - Wo, Frurakurine

Claim Status Primary: Claim Status Secondary:
 Type of Transaction: Number:
 Name: Subscriber Name:
 Patient ID: Primary is Medical: Show All

Search: Search by: Chart Number View: Claim List

Claims created from: 3/6/2025 To: 2/25/2026 Hide Paid/Completed Only Show Open Ortho Claims

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	47	NUMNU000	Aetna	Numbers, Nubby	Numbers, Nubby	7/25/2025 1:28:20 PM	Complete	Complete		
	50	NUMNU000	Denti-Cal	Numbers, Nubby	Numbers, Nubby	8/4/2025 3:32:13 PM	Complete	Complete		