

TO: LEOFF I members  
FROM: Kirkland Disability Board  
DATE: July 15, 2004  
RE: Dental policy amendment

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The Kirkland Disability Board is in the process of reviewing all of its policies. The purpose of our review is to clarify the benefits for our LEOFF I members and make the payment of claims and reimbursement of covered expenses more efficient. We want to make the procedures simple and easy to follow for our members. We also want to increase the number of claims that will be paid by your insurance coverage provided by the City of Kirkland.

Using your insurance benefit before seeking reimbursement from the Board speeds up the processing of your LEOFF I Claim For Expenses. Increasing the number of claims paid by your insurance is an advantage because it allows the Board to review our policies and potentially make changes that benefit our members, like the recent change in our dental policy described in this memo.

During the May 18, 2004 Disability Board meeting, dental was discussed. Prior to this meeting, the dental policy was:

*The only dental charges which will be paid are those incurred by a member who sustains an accidental injury to the teeth and who commences treatment by a licensed dentist within 90 days after the accident, with treatment to be completed within two years from date of injury. For dental procedures necessary to correct or prevent physical problems, approval must be obtained by the Board, except that a member may be reimbursed prior to Board approval consistent with 15(a).*

The Board discussed and voted to approve the following amendment to the dental policy effective May 18, 2004:

*The only dental charges which will be paid are those incurred by a member who sustains an accidental injury to the teeth and who commences treatment by a licensed dentist within 90 days after the accident, with treatment to be completed within two years from date of injury. The Board may authorize payment for additional dental procedures necessary to correct or prevent physical problems. In such cases, additional documentation from a licensed dentist must be submitted to the Board indicating how said procedure(s) are "necessary to correct or prevent physical problems." The Board will not authorize payment for routine maintenance work including but not limited to routine examinations, prophylaxis (cleaning), x-rays and fluoride treatments.*

**What are the changes?** There are two changes. (1) Now more claims may be eligible for reimbursement. (2) For your claim to be considered for reimbursement, you must include a letter from a licensed dentist stating how the dental procedure is necessary to correct or prevent physical problems.

**What is the dental claims procedure?** When you submit a dental claim to the Board, you must include these items: LEOFF I Member Claim for Expenses form, a statement or invoice from the dentist, an Explanation of Benefits form (for those with dental insurance), proof of payment, and a letter from a licensed dentist detailing how the procedure is/was necessary to correct or prevent physical problems.

**Does this mean all dental claims are covered by the Board?** The Board will review each claim and letter from the dentist to determine if the claim will be reimbursed per the policy. The Board will not authorize payment for routine maintenance work including but not limited to routine examinations, prophylaxis (cleaning), x-rays and fluoride treatments. We encourage you to submit for preauthorization so you know up front whether the claim will be reimbursed or not. This will help protect you from unplanned expenses.

If you have any questions, do not hesitate to contact the Staff Assistant, Dana Bartol, at (425) 803-1901.