



# Service Provider Portal Guide

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**Easy  
Affordable  
Flexible**

# Service Provider Portal Guide

## INITIAL LOG IN TO NEW PORTAL

The Quikcard Service Provider Portal can be accessed at [quikcard.com](http://quikcard.com) by clicking the “Log In” link at the top of the page.

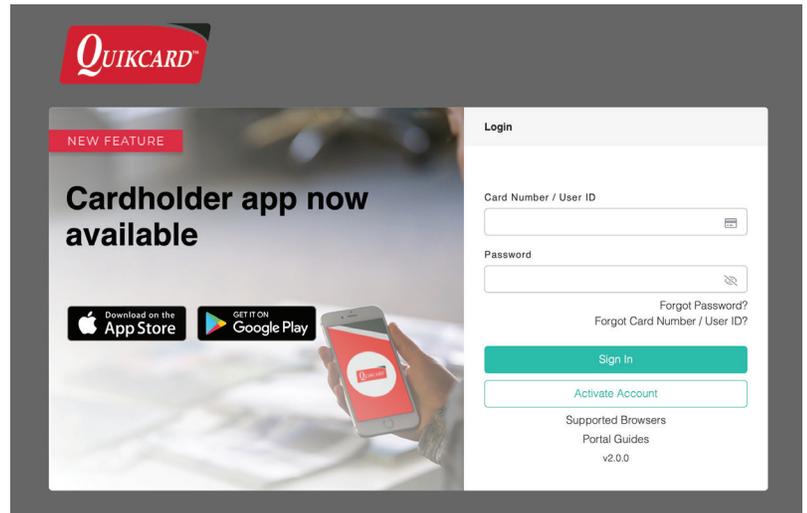
If you have **never accessed** the Service Provider Portal, please contact Quikcard to set up your **web user ID**. You will need your provider web user ID, provided to you and the email address on your account.

You will need to enter your **User ID** and **Password**, then click the **Sign In** button.

You will then be taken to the **Service Provider Dashboard**.

If you ever forget your web user ID once set up or your password, simply click on Forgot Web user ID or Forgot password and follow the instructions to have it emailed to you.

\*Please note that it is important to keep your email address up to date so these processes work and you receive your notifications. If you need your email address updated and cannot access your account to do it yourself please contact us and we will be happy to update it for you.



# Service Provider Portal Guide

## SERVICE PROVIDER DASHBOARD

### Dashboard

What would you like to do today?

	Payment Report		Alberta Government Dental Fee Schedule
	Profile		ADSC Review Committee/Dental Exceptions

Here you will be given an overview of your account and will be able to select actions from the menu on the left, or the dashboard itself.

Some of the main actions you can select are:

- › **View Payment Reports**
- › **View & Update Your Provider Profile**

For **Dental** service providers in **Alberta**, you can specifically:

- › **View the Alberta Government Dental Fee Schedule**
- › **Submit Treatment Plans to the ADSC Review Committee & Dental Exceptions**

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## PAYMENT REPORT

The Service Provider Portal allows a provider to search **payment reports** both for **ADSC** and **Quikcard clients** by various criteria:

- › Last 30 Days
- › Date Range
- › Transaction Number
- › Card Number

Once you have entered in your search criteria, you can see the matching payments and view the statements.

### Payments

Download a payment statement report below.

Search Payments

Search By

- Search Range
- Last 30 Days
- Date Range
- Transaction Number
- Card Number**

Transaction Number	Payment Status
Loading...	

Payments

Transaction Number	Payment Status	Payment Date	Payment Type	Amount	
4161473	Cashed	Feb 15, 2022	EFT	\$216.35	<a href="#">View</a>
4154145	Cashed	Feb 1, 2022	EFT	\$88.94	<a href="#">View</a>
4151945	Issued	Jan 25, 2022	Cheque	\$0.00	<a href="#">View</a>

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## CHECK PATIENT STATUS

A provider can make sure their patient's coverage is active by entering the Card ID or Personal Health Number (PHN) and clicking the **“Check Status”** button.

Once you have checked the patient's status, you will see the patient's name, date of birth, gender, benefit type (what schedule they are on) and whether the patient is active.

### Check Patient Status

This information is to check the active/inactive status of a card as of today only. This does not guarantee that treatment will be covered.

#### Need More Information?

For detailed information on covered procedures, please submit a pre-authorization or call our office at:

- 780-426-7528 (Edmonton and area)
- 403-236-3303 (Calgary and area)
- 1-800-232-1997 (toll free).

⚠ To check procedure codes, please submit a pre-authorization or call us at 1-800-232-1997 or 780-426-7528.

Card ID / PHN

[Check Status](#)

# Service Provider Portal Guide

## PROFILE

Under Profile, a service provider can do the following:

### Change Password

#### Change Password

Password must be 9 to 16 characters long, contain at least one uppercase letter, one lowercase letter, one number, and one special character.

Current Password

New Password

New Password Again

[Save Changes](#)

### Add/Edit Banking Information

#### Update Bank Account

**Banking Details**

Branch Number  Institution Number  Account Number

**Use EFT for Quikcard Payments?**

Yes  No

ⓘ Banking changes may not be reflected until the following business day. This can only be done once daily.



MR. JOHN JONES  
1000 DUNDAS ST. W. 4TH FL. #1  
TORONTO, ON M5G 1Y2

DATE: Y Y Y Y M M D D  
243

AMOUNT: \$

FIRST BANK OF MONTREAL  
1000 Avenue McGillivray, Suite 400  
Montreal, QC H3B 2M4

John Jones

00005 (123) 1234567

Branch Institution Bank Account

Branch #  Institution #

Bank Account #

[Update](#)

### Change Address

**Address 1** Active

99 Anywhere Street Address Edmonton City Alberta Province T5M3L7 Postal

(780)888-8888 Phone

[Edit Banking Information](#) [Edit Information](#) [Unlink Address](#)

**Address 2** Active ⓘ This address is currently unlinked

123 Main Street Address Edmonton City Alberta Province T5E1X6 Postal

(780)123-4567 Phone

[Link Address](#)

123 Main Street Address Edmonton City Alberta Province T5E1X6 Postal

Confirmation ⓘ

ⓘ Unlink requests are handled once daily. You will continue to have access until the following business day.

Are you sure you want to unlink this address? This **will not** remove the address. It will just stop your account from administering it.

[Yes, Continue](#) [Cancel](#)

ABC Main Street Address Alberta Province T5S1K7 Postal

[Edit Banking Information](#) [Edit Information](#) [Unlink Address](#)

**Link or Unlink Address** (which allows you to administrate multiple office locations with one web account. Each location can have separate bank accounts or share the same bank account)

You can link an address to an existing web account. This is to be used for scenarios when an office has moved and you need to have access to payment statements for both locations. Or in some situations, one web account can link more than one location if you want one web account for payment statements for multiple locations. \*Please note that when there are multiple locations linked to one web account, you will need to download each payment statement to determine which location it is for. There is no way to sort by location.

You can also unlink a location from an exiting web account. This would be used if you currently have more than one location linked to your web account but wanted them separated. \*Please note the change will take effect the next business day. You will need to contact Quikcard to get another web user ID for the unlinked address.

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## ALBERTA GOVERNMENT DENTAL FEE SCHEDULE (FOR ALBERTA DENTAL SERVICE PROVIDERS ONLY)

This will take you to [www.adsc.org](http://www.adsc.org) where all the Alberta Government fee schedules can be accessed.



[About](#) [How it Works](#) [Forms](#) [FAQ](#) [Contact](#)

## Alberta Dental Service Corporation

Alberta Dental Service Corporation (ADSC) has been the proud dental benefits administrator for various Government of Alberta programs for over 25 years.

DENTAL PROVIDER LOGIN

DENTAL ASSISTANCE FOR SENIORS CLIENT LOGIN

# Service Provider Portal Guide

## ADSC REVIEW COMMITTEE AND DENTAL EXCEPTIONS (FOR ALBERTA DENTAL SERVICE PROVIDERS ONLY)

### ADSC Review Committee/Dental Exceptions

Submit your supporting documentation for the proposed treatment to be reviewed by the ADSC Review Committee/Dental Exceptions.



Alberta Dental Service Corporation



## CREATE SUBMISSION

Click on the Create Submission button to send an ADSC Review Committee or Dental Exceptions submission for Government of Alberta dental programs.

Read disclaimer and check the box if you agree.

### Disclaimer ✕

Alberta Dental Service Corporation (ADSC) administers the dental benefits for Alberta's Low-Income Health Benefit Programs and the Dental Assistance for Seniors Program (DASP) for the Government of Alberta. As part of this process, the ADSC Review Committee/Dental Exceptions only reviews submissions for treatment for eligible clients provided by dental providers in Alberta. All documentation requirements must be submitted before the proposed treatment will be reviewed by the ADSC Review Committee/Dental Exceptions. The ADSC Review Committee/Dental Exceptions reserves the right to ask for any additional supporting documentation necessary to complete its review of the proposed treatment plan. By submitting to the ADSC Review Committee/Dental Exceptions, you agree to the terms and conditions of the dental schedule for the eligible client.

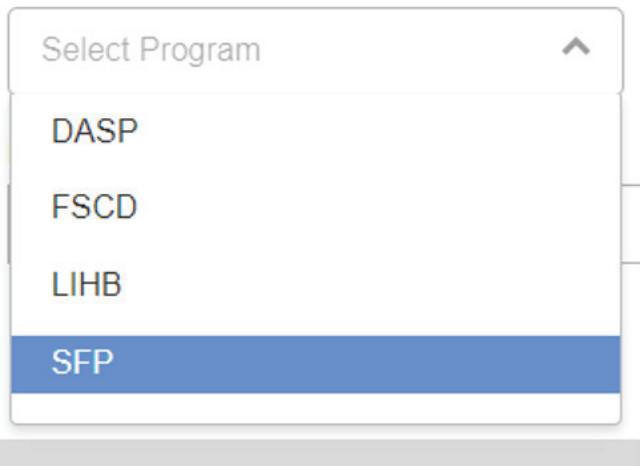
Check if yes

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Select applicable program from the initial drop-down list, choices are:

- › **DASP (Dental Assistance for Seniors Program)**
- › **FSCD (Family Support for Children with Disabilities)**
- › **LIHB (Low-Income Health Benefits)**
- › **SFP (Supports For Permanency)**

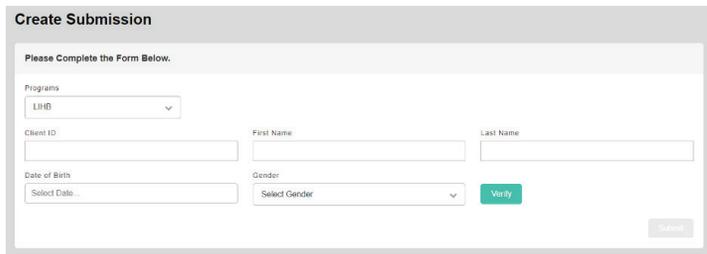
## Programs



Select Program

- DASP
- FSCD
- LIHB
- SFP**

After selecting the applicable program, fill in your client's information in the fields that appear. The Date of Birth can either be selected from the calendar that appears when clicking on the field or manually entered in the MM/DD/YYYY format.



**Create Submission**

Please Complete the Form Below.

Programs  
LIHB

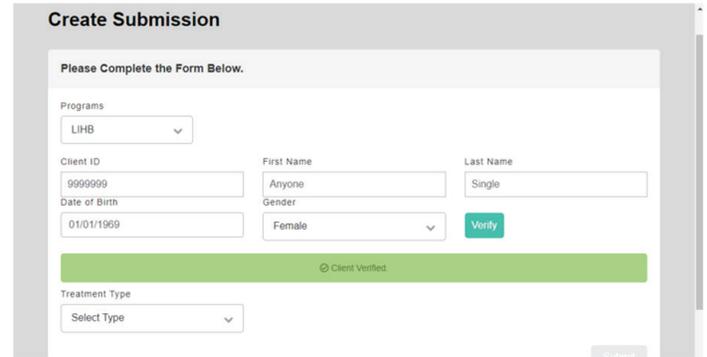
Client ID: 9999999 First Name: Anyone Last Name: Single

Date of Birth: 01/01/1999 Gender: Female

Verify

Submit

Once your client's eligibility has been validated, you will be able to continue with treatment plan submissions.



**Create Submission**

Please Complete the Form Below.

Programs  
LIHB

Client ID: 9999999 First Name: Anyone Last Name: Single

Date of Birth: 01/01/1999 Gender: Female

Verify

Client Verified

Treatment Type  
Select Type

Submit

## TREATMENT TYPE

Select the appropriate Treatment Type to see what documentation is required.



Client Verified

Treatment Type

Select Type

- Bridge treatment
- Bruxism appliance
- Crown treatment**
- Denture treatment (by Denturist)
- Denture treatment (by General Der

Submit

If the requested Treatment Type is not in the drop down list, please submit to the ADSC Review Committee and Dental Exceptions via mail, email or fax.

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Dental providers are asked to attach each type of supporting documentation required before submitting to the ADSC Review Committee or Dental Exceptions. Once all boxes are checked off, and all documents are uploaded, you may submit your treatment plan.

All supporting documentation listed are required by the ADSC Review Committee and Dental Exceptions to review your submission. Any missing documents may result in delays in assessing your treatment plan.

Treatment Type

Orthodontic treatment

Please check off all the following required documents and add them to the upload section at the bottom of this form.

- Applicable supporting documentation (x-rays, photographs, clinical notes)
- Ceph x-ray (completed within a year of submission)
- Completed claim form which includes treatment plan, treatment length and proposed cost of treatment
- I-cat x-ray (if available)
- If being done in conjunction with orthognathic surgery, the full treatment plan from the oral surgeon is required
- Medical rationale describing any functional impairment(s) and how they relate to the need for orthodontics
- Panorex x-ray (completed within a year of submission)
- Photographs (completed within a year of submission)
- Study models (completed within a year of submission)

Drop or [choose](#) files to upload

Submit

You can upload multiple files by clicking anywhere in the upload box or dragging the files into the upload box.

Once you have successfully submitted your treatment plan, you will see a message on the screen confirming submission. Please wait up to 6 weeks for review by the ADSC Review Committee and Dental Exceptions.

Please Complete the Form Below.

Treatment plan has been submitted to the Review Committee/Dental Exceptions. Please allow up to 6 weeks for processing. Please contact the claims department for any status updates prior to resubmitting your treatment plan.

Programs

You will receive the ADSC Review Committee or Dental Exception's decision by mail once the review has been completed.