

# UNITED CONCORDIA<sup>®</sup> DENTAL

## United Concordia Contact Information

<p>Have questions or need assistance regarding Enrollment or Billing issues?</p>	<p>Call 1-888-320-3316 *When calling Enrollment &amp; Billing, please have your recipient number ready, which is located on the top left portion of your invoice.</p>
<p>Need administrative supplies?</p>	<p>Dental Enrollment Forms:</p> <ul style="list-style-type: none"> <li>• Visit <a href="http://www.unitedconcordia.com">www.unitedconcordia.com</a> Click on the “Employers” tab and select the “Forms” link</li> <li>• Call 1-888-320-3316</li> </ul> <p>Certificates of Coverage/Benefit Booklets</p> <ul style="list-style-type: none"> <li>• Employees should log on to My Dental Benefits at <a href="http://www.unitedconcordia.com">www.unitedconcordia.com</a></li> <li>• Contact your Account Manager or call 1-800-972-4191, option 4</li> </ul>
<p>Have questions or need assistance regarding invoice rates, renewal information or open enrollment?</p>	<p>Contact your Account Manager or call 1-800-972-4191, option 4</p>
<p>Have questions regarding covered services or status of a claim? Employees can also call this number or log on to My Dental Benefits at <a href="http://www.unitedconcordia.com">www.unitedconcordia.com</a>.</p>	<p>Call Customer Service:</p> <ul style="list-style-type: none"> <li>• DHMO - 1-866-357-3304</li> <li>• FFS – 1-800-332-0366</li> </ul>
<p>Using the account management portal or enrollment applications and have a question or problem?</p>	<ul style="list-style-type: none"> <li>• Email <a href="mailto:account.mgmt@ucci.com">account.mgmt@ucci.com</a> or</li> <li>• Call 1-888-320-3316, option 3</li> </ul>
<p>Cancellation of Coverage requires written notification be received sixty (60) days prior to your group’s cancellation date. Written notification should include your group number, effective date of cancellation and signature of an authorized representative of your group.</p> <p><b>*Failure to send proper and timely notification will result in additional billed premium.</b></p>	<p>Fax: 1-800-329-9093</p> <p>Mail to: United Concordia Companies, Inc. Attn: Enrollment &amp; Billing DP1 4401 Deer Path Road Harrisburg, PA 17110</p>
<p>Additional enrollment and billing information can be found within the Enrollment &amp; Billing Guide and/or the Invoice Guide.</p>	<p>Additional copies can be found on our website. Visit <a href="http://www.unitedconcordia.com">www.unitedconcordia.com</a></p> <p>Click on the “Employers” tab; select the “Billing” tab to view the Enrollment &amp; Billing Guide and/or the Invoice Guide.</p>