

LIBERTY
DENTAL PLAN

ON-LINE VENDOR PORTAL USER GUIDE



An Anthem Company



Getting Started

System Requirements

- Internet Connection (Internet Explorer 7 or later)
- Adobe Acrobat Reader

Office Number, Vendor Number and Access Code

All contracted network dental offices are issued a unique **Office Number, Vendor Number, Tax ID (EIN) Number** and **Access Code**. Your Office Number can be found on your Welcome Letter from LIBERTY Dental Plan. The Vendor Number and Access Code can be requested from your assigned Network Manager with LIBERTY Dental Plan at (888) 700-0643. All of the above are required to register your office on LIBERTY's On-Line Vendor Portal.

New Vendor Registration

1. To register a new Vendor, enter the following website address into your browser: www.libertydentalplan.com
2. Click on **Register**



A designated Office Administrator should be the user to set up the account on behalf of all providers / staff. The Office Administrator will be responsible for adding, editing and terminating additional users within the office.

1. Select **Vendor** as the **TYPE** of user

The screenshot shows the 'LIBERTY DENTAL PLAN' logo at the top. On the left, there are links for 'Home' and 'Logon'. The main content area is titled 'Create an Account'. It contains the following fields and instructions:

- 1. Choose the TYPE of user you would like to create an account for: **Vendor** (circled in red) [Select]
- 2. Enter the following account information below:
 - Vendor Number: [Text Box]
 - Access Code: [Text Box]
 - Tax ID: [Text Box]
 - Account User First Name: [Text Box]
 - Account User Last Name: [Text Box]
 - Account User Name: [Text Box]
 - Account Password: [Text Box]
 - Confirm Password: [Text Box]
 - Email Address: [Text Box]

A 'Create Account' button is located at the bottom of the form.

2. Fill out all necessary information. Enter your **Vendor Number** (include leading zero's). The Vendor Number and Access Code can be requested through your Network Manager.
3. Create an Account User Name * **[Note: the Office User Name and the Vendor User Name must be different, the system will not allow the same User Name to be created for both portals.]**
4. Create a password. The password must be 8 characters or more, and 3 out of 4 of the following: 1 Uppercase, 1 lowercase, 1 Alpha or Special Symbol (ex. !@#\$%^*)
5. Click **Create Account**

My Preferences

After initial set-up, you will be directed to **Preferences**

1. Select your Vendor's various **Preferences**

LIBERTY DENTAL PLAN

Vendor
Vendor's Claims
My Checks
My Providers & Offices
My Profile
My Preferences
Check Eligibility
Talk To Us
Manage Users
Resources
Logout

1. How many checks to display per page: 50

2. How many days back for checks lookup: Last Month

3. How many claims to display per page: 50

4. How many days back for claims lookup: Last Month

5. Select provider and office

	NPI	Provider #	Provider Name	Office Name	Office Number	Office Address	City	State	Zip	Contact Phone
Selected	All	All	All	All	All	All	All	All	All	All

PHI Information

Continue

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[Note: the **Evidence of Payment (EOP) is sent to providers and **Evidence of Benefits (EOB)** is sent to members.]*

2. Click **Save**

Your office's preferences can be updated any time by visiting the **My Preferences** tab on the left of the screen.

Add a New User

The Administrator can add additional users by:

1. Click on the **Manage Users** tab on the left of screen

LIBERTY DENTAL PLAN

Vendor
Vendor's Claims
My Checks
My Providers & Offices
My Profile
My Preferences
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Resources
Logoff

	User Name	First Name	Last Name		User Status	Change Status
Edit				View Roles	Active	Disable

[Add a User](#)

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2. Click **Add User**

LIBERTY DENTAL PLAN

Vendor
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My Profile
My Preferences
Check Eligibility
Talk To Us
Manage Users
Resources
Logoff

Adding additional user to Aliso Park Dental(004265)

*User Name:
*Password:
*Confirm Password:
*First Name:
*Last Name :
Middle Initial:
*Email Address:
Add User

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3. Input a unique **User Name, Password, First Name, Last Name, and Email Address**. All fields marked with an asterisk (*) are required.

4. Click **Add User**

My Profile

You can view your Vendor's information as it is currently in our system by clicking **My Profile** in the left tab. This information can only be updated by contacting your Network Manager.

Vendor Properties

Name: [Redacted] [view map](#)

Address: ALISO VIEJO, CA 926563047 US

Contact Name: NONE

Contact Email: [Redacted]

Phone #: [Redacted]

Corporation Properties

Name: [Redacted] [view map](#)

Address: Aliso Viejo, CA 92656 US

Contact Name: NONE

Contact Email: [Redacted]

Phone #: [Redacted]

EIN: [Redacted]

Mapped Providers and Offices

Last Name	First Name	Number	NPI	Office Name	Office Number	Office Address	City	State	Zip	Country Code	Contact Phone
PHI Information											

100%

My Checks

You can view a list of all Checks linked to your office in our system by clicking **My Checks** on the left side of the screen.

1. Search by Date Range or Check Number
2. Under **“Check Type”** use the drop down menu to look at a Claims, Supplemental or Capitation checks
3. Click **“Refresh”** once you’ve entered the search criteria you would like to see

LIBERTY DENTAL PLAN

LIBERTY Dental Home

Vendor
Vendor's Claims
My Checks
My Providers & Offices
My Profile
My Preferences
Check Eligibility
Talk To Us
Manage Users
Resources
Logoff

Search by Date Search by Check Number

Check Type: Claim From: 5/13/2014 To: 6/13/2014

Refresh

2 of 2 Check(s) found.

Check #	Check Type	Amount	Check Date	Method of Payment	Record ID	Detail PDF
				Paper Check		Yes
				Paper Check		Yes

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Checks that are submitted as paper or through Electronic Funds Transfer (EFT) will be identified under “Method of Payment “

The screenshot shows the LIBERTY DENTAL PLAN web interface. The header includes the logo and 'LIBERTY DENTAL PLAN' text. A sidebar on the left contains navigation links such as 'Vendor', 'Vendor's Claims', 'My Checks', 'My Providers & Offices', 'My Profile', 'My Preferences', 'Check Eligibility', 'Talk To Us', 'Manage Users', 'Resources', and 'Logoff'. The main content area features a search bar with options for 'Search by Date' and 'Search by Check Number'. Below the search bar, there are input fields for 'Check Type' (set to 'Claim'), 'From' (5/13/2014), and 'To' (6/13/2014), along with a 'Refresh' button. A message states '2 of 2 Check(s) found.' Below this is a table with the following columns: 'Check #', 'Check Type', 'Amount', 'Check Date', 'Method of Payment', 'Record ID', and 'Detail PDF'. Two rows of data are shown, both with 'Paper Check' as the 'Method of Payment' and 'Yes' in the 'Detail PDF' column. The 'Method of Payment' and 'Detail PDF' columns are circled in red in the original image. At the bottom left, there is a copyright notice: 'HP Copyright © 1999 - 2014 Health Solutions Plus Version 10.1.2'.

Check #	Check Type	Amount	Check Date	Method of Payment	Record ID	Detail PDF
	Provider			Paper Check		Yes
	Provider			Paper Check		Yes

To view your Evidence of Payment (EOP)

1. Locate “Detail PDF” and click YES to the EOP you would like to view
2. You will be asked to “Open or Save” the document in order to view it