

## Tools and Resources for Group Plan Administrators

As a Group Plan Administrator for a Delta Dental plan, you have access to a powerful eligibility management tool, Benefit Manager Toolkit (BMT), and other resources to help you administer your dental plan. Simply visit [www.deltadentalnm.com](http://www.deltadentalnm.com) and explore the “Groups” tab. In addition, you can contact the Group Administration department during business hours for assistance.

### Benefit Manager Toolkit

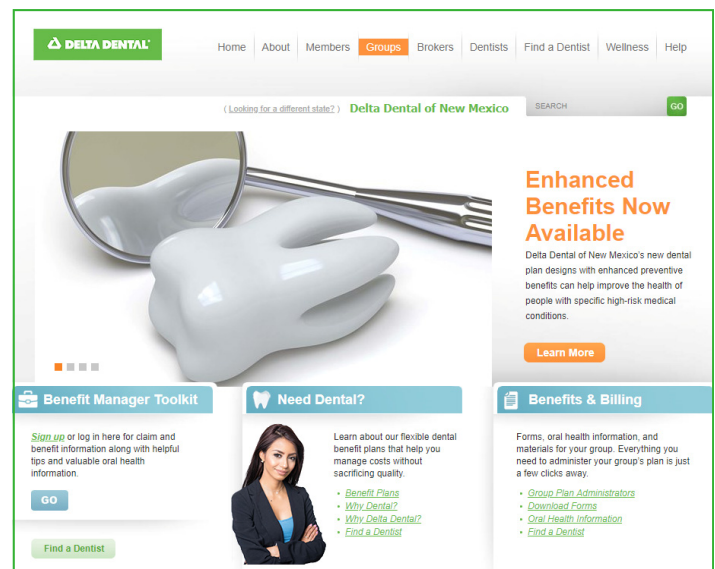
On [www.deltadentalnm.com](http://www.deltadentalnm.com), visit the “Groups” section to log into BMT, an online portal that lets you take control of your group’s eligibility administration. Request access and training for BMT by contacting Group Administration. BMT allows you to:

- View and print group billing statements
- Get real-time benefit and eligibility information
- Enter, edit, and terminate member eligibility
- Access over-age reporting
- Enroll in Automated Clearing House (ACH) payments

### Other Online Resources

The “Groups” section of [www.deltadentalnm.com](http://www.deltadentalnm.com) also includes helpful tools, forms, and flyers, including these:

- Provider search
- American Dental Association claim form
- Delta Dental of New Mexico enrollment form
- Automated phone system shortcuts
- Instructions for printing an ID card from Consumer Toolkit
- Oral-health information



The Delta Dental of New Mexico “Groups” section at [www.deltadentalnm.com/groups](http://www.deltadentalnm.com/groups)

### Dental Plan Documents

The Group Dental Insurance Contract, Dental Benefit Handbook, and Summary of Dental Plan Benefits are important documents for your dental plan. If you would like to request electronic or printed copies of these documents, please contact Group Administration at (877) 998-7555 or [groupadmin@deltadentalnm.com](mailto:groupadmin@deltadentalnm.com).



### Group Administration Contact Information

**Group Administration (M–F, 8:00am–4:30pm MT):**

- **Local:** (505) 998-7555
- **Toll-Free:** (877) 998-7555
- **Fax:** (505) 883-7444
- **Email:** [groupadmin@deltadentalnm.com](mailto:groupadmin@deltadentalnm.com)

**Billing (M–F, 6:00am–3:00pm MT):**

- **Toll-Free:** (800) 838-8863
- **Email:** [billing@deltadentalnm.com](mailto:billing@deltadentalnm.com)

Great service is our way of saying, “Thank you for your enrollment.”