



Instructions to Parent or Guardian and Dentist

DENTAL CARE FOR CHILDREN WITH SPECIAL NEEDS

1. Parent or Guardian must complete Form #1 (parent/guardian form). The next step is to locate the local Grotto representative for the form needed for your dentist to complete. To locate a Grotto you can go to our web site: www.hfgrotto.org. If there is no Grotto in your state, please contact the Humanitarian Foundation Office at: 614-933-0711 for the necessary forms and processing of your case.
2. The parents select the Dentist of their choice, make an appointment for an evaluation to determine the dental work needed and secure an estimate of charges for the proposed work. **PLEASE NOTE: Any work proposed as well as charges, must be evaluated and approved by the Humanitarian Foundation - Dental Program, BEFORE treatment is started, with the exception of the initial exam, prophylaxis, fluoride and x-rays.** Charges for the initial examination will be paid, regardless of the disposition of the application, providing the child qualifies for the program.
3. The Dentist must complete all items and spaces on Form #2 (dental treatment form). The Dentist's office can print off a treatment plan, which may be attached to the original Form #2, and must have the Grotto representative's signature. If no Grotto is available the Humanitarian Foundation Office will process the paperwork. All forms, including the evaluation of services needed and charges, must be submitted for approval PRIOR to actual treatment. Form #2 (dental treatment form) at the bottom of form, provides space for estimated hospital/anesthesia costs and time estimated **must** be completed if the work is to be done in the hospital. These charges must be pre-authorized also.
4. The completed application is then to be given to the Dr of Smiles (Grotto representative) for sponsorship of the local Grotto or Humanitarian Foundation Office when no Grotto is available. They will submit the forms promptly to the Humanitarian Foundation Office, at 430 Beecher Rd., Gahanna, OH 43230-1797, for approval of the application. The dentist will be notified of the application's status, after which the dental office will contact the parent and hospital, when applicable to set the appointment(s).
5. The Doctor of Smiles of the sponsoring Grotto will assist you if any problems arise or if you have any questions, please feel free to contact him, when no Grotto is available, please contact our office directly.
6. **Orthodontia, Major Jaw Surgery, Implants and Facial Re-constructive surgery are excluded under this Dental Program.**

The Dental Care for Children with Special Needs Program is made possible through the generosity of the membership of the Grottoes of North America, a Masonic affiliated organization, through its Humanitarian Foundation with the cooperation of local Dentists and Hospitals. When insurance coverage is available for any part, the Humanitarian Foundation is ALWAYS the secondary carrier, with the exception of Medicaid recipients, which due to the Medicaid laws, that payment is payment in full.

Sincerely,

Dianna Bristle, Administrative Director
Dental Care for Children with Special Needs