



PREPARING FOR CODE CHANGES: THE PRACTICE CHECKLIST

The CDT Code is updated annually. Review this checklist on a yearly basis to help ensure your practice is prepared for the potential impacts of changes to the Code.

FOR ALL PROVIDERS

- Download the year's [AAO At-A-Glance Guide](#).
- Purchase the newest [ADA CDT Code Book](#).
- Inform office staff of the changes effective for services provided on or after the first of the year.
- Confirm employees are trained on coding strategies and/or adapting to the coming changes.
- Review the AAO's [Insurance Claims webpage](#) for helpful Coding Resources and Information.
- Review your standard fees for procedures and determine if any adjustments should be made for the coming year.

Special Considerations for Providers Participating with One or More Dental Benefit Plans

- Review plans' payment and processing guidelines and your negotiated fees.
 - Plans generally distribute change information around October or November of each year. If you have not received this info from a plan, contact its "provider relations" team to request it.
- Determine whether the fees remain acceptable.
- If you no longer find the negotiated rates acceptable, consider:
 - Approaching the dental benefits plan about renegotiating (Before doing so, you may wish to review the AAO's [Negotiating Network Provider Agreements](#) resource.)
 - Performing a cost-benefit analysis of remaining in that network.