**EOB Customization Instructions**

As a QDP Member Dentist, you can structure the benefits and pricing of QDP to best serve your office and your local region. Only five “key benefits” will be the same in all dental markets across the nation. Those five “key benefits” are:

* Free simple teeth cleanings (up to two per year)
* Free complete annual dental exam
* Free annual exam x-rays
* Free teeth whitening
* An XX% discount on all dental services (you determine the specific discount percentage)

Since QDP is being marketed across the USA as a nationally recognized brand, it is important that all QDP Member Offices offer the same five “key benefits” since these benefits will be mentioned in all national advertising and promotional materials. All other benefits, parameters and pricing options will be determined by you and your office. You can change the QDP enrollment fees, eligibility requirements and add additional benefits if you want!

As you will see, the QDP Explanation of Benefits form has been provided to you as a Word file. To customize for your local office:

* Open the attached “QDP-EOB-MASTER” and “QDP-EOB-MASTER PERIO DISEASE”
* Save it on your computer as “QDP-EOB” and “QDP-EOB perio” respectively
* Change all words **in red** to match the benefits and pricing customization in your office. (Be sure to also change the font color to black to match the rest of the text.)
* You will notice that we have added a dental prescription and orthodontics benefit as examples, which we think are really good ideas. However, just delete the items if you do not want to offer these benefits in your office.
* Re-save the completed file as “QDP-EOB” and “QDP-EOB perio” respectively
* Print copies for your patients

Feel free to contact the QDP Admin Team if you have any questions.