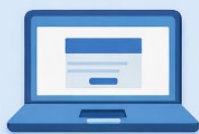


SA Dental Schemes Verify Authorisation Website – Print Authorisation Quick Guide

Scope: Private Practices Participating in SA Dental Schemes (non-Digital ID users)

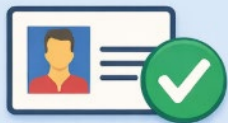


1. Verify Authorisation & Vendor

Go to **SA Dental Schemes Verify Authorisation Website:**

<https://sadentalschemes.sahealth.sa.gov.au/verify-authorisation>

- Verify **Authorisation code** (SMS/Letter)
- Enter **Issue Date**.
- Enter practice/provider **Vendor number**.
- Select **Next step**.



2. Verify Patient Details

- Enter **Patient Details** including Name and Date of Birth
- Enter **Treatment start date**
- Sight and enter **valid Concession card**.
- Select **Verify patient**



3. Validation Result

- If a patient is eligible for care, a confirmation message will display.
- Select **Generate claim form**
- *If there is an issue verifying patient details, a **warning message** will display. Follow the prompt instructions.*



4. Form Generation

- If the verification process is successful, enter the patient's **concession card number** and **vendor details**.
- Select **Generate claim form**.
- Select **Print claim form**.
- Select **Download generated claim form**.
- The claim form is ready to Print.