

SA Dental Schemes Verify Authorisation Website – Print Authorisation Quick Guide

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

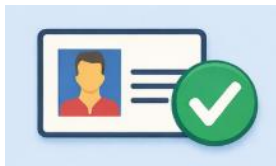


1. Verify Authorisation & Vendor

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

<https://sdentalschemes.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 type** and **Expiry date**.
Ensure correct concession card type is selected e.g. HCC or PCC
- 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**.
- Complete all details.
- Select **Print claim form**.
- **Print confirmation** → Select **Continue** (this locks the claim to the practice)
- Select **Download generated claim form**.
- The claim form is ready to Print.



5. Form Posted & Audited by Schemes Unit

- Claims processed in **order of date received** and assessed against the **Dental Schemes Schedule**.
- Claim status updates to **Approved** or **Rejected**
- Practice receives **email notification** confirming patient details, claim status, and claimed amount, with link to tax invoice accessed via practice email and OTP verification to view and download.