## The Dental Care PLUS GROUP
### A DentaQuest Company

## Job Aid – Reinstate Coverage

If a subscriber is terminated, you can reinstate their coverage into the same subgroup. Add a new record if you are reinstating them to a new subgroup.

1. Conduct a **Member Eligibility Search**.
2. From the **Member Detail** page, click the **Benefit Maintenance** link.
3. On the **Member Benefit Maintenance** page, click the **Reinstate Cove**rage link. The **Reinstate Coverage** section will appear.



4. In the **Available Subgroups** section, click the ☐ next to the subgroup.
5. Enter the effective date of coverage in the **Benefit Effective Date** field.
6. Click **Review** to save the changes and return to the **Member Benefit Maintenance** screen.



7. If you need to modify the Reinstate Coverage information, click **Back**. If the information is accurate, click **Submit.**



You will receive a confirmation that your request was successful.

*Reinstate Coverage Job Aid, Rev 01-19-21*