

Dental Office Procedures

The following information will help dental offices in procedures for filing a case through the Humanitarian Foundation, Dental Care for Children with Special Needs program. The required documentation is **a single-page letter** from a Primary Care Provider (PCP) or licensed psychologist confirming all qualifying diagnosis. This is available via download upon filling out the online application.

1. The child must be under 21 and have one of the following conditions, to qualify.
 - a. Cerebral Palsy
 - b. Muscular Dystrophy and related neuromuscular diseases
 - c. Intellectually Delayed
 - d. Organ Transplant Recipients
 - e. Cleft Lip and Palate (through a Shriners Hospital Only)

Our program does not cover children covered by Medicaid, except in some cases if Medicaid does not cover a specified procedure, it can be considered with a Medicaid denial statement.

Online Application Process

The Foundation no longer accepts applications via email, fax, or USPS. We are moving completely to online submissions. Please read the following instructions in full to process your application online. The attached letter is for your PCP to fill out and upload with your application.

As part of our ongoing commitment to maintaining a careful and responsible acceptance process, we now require specific physician documentation to support each application. Because we do not have prior knowledge of new applicants or their medical histories, obtaining clear, official documentation from a qualified provider is essential to ensuring fiduciary accountability, fairness, and program integrity.

The required documentation is **a single-page letter** from a Primary Care Provider (PCP) or licensed psychologist confirming any qualifying diagnosis.

The Foundation cannot accept IEP's, Chart Notes or Psychological Evaluations.

Please visit www.hfgrotto.org and choose the Dental Program. Scroll down to the **Online Form** and click there to fill it out, under Medical Condition click the dropdown box for the Upload Button to appear and upload the diagnosis letter. For all diagnoses, a letter from the Primary Care Physician (PCP) must state the diagnosis.

Acceptance to The Foundation

Once a child has been accepted into The Foundation, an email to both the Family and Provider will go out. The following process will take place for each treatment your child receives from now until the age of 21.

The Family will no longer need to complete an application. Instead, the dental provider will communicate directly with The Foundation for this and all future treatments.

Payment

After the treatment, if the Family has insurance, the provider will first wait for the insurance company to process and pay their portion. Then the dental provider will submit the insurance payment information along with the remaining balance due to the Provider to HF so they may process their portion of the claim.

Any overpayment by the Family will be reimbursed by the dental provider after all funding has been received.

We hope this information will help you, if you have any further questions, please feel free to contact our office anytime by phone: 614-933-0711 fax: 614-933-0481 or email to: hf@hfgrotto.org.