Dental Benefits
Savings, flexibility and service. For healthier smiles.

A healthy smile could mean better health — that’s why I need a good dental plan.
Regular visits to the dentist may do more than just brighten your smile — they can be important to your overall health. Today, the Academy of General Dentistry tells us that more than 90% of all diseases produce oral signs and symptoms. Dentists can play an important role in screening for conditions such as cancer, diabetes, leukemia, heart disease and kidney disease.¹

MetLife’s dental benefits plan can help you get the protection you need while making it easier and more affordable to see your dentist regularly. You’ll enjoy:

• Freedom of choice to go to any dentist.
• Additional savings² when you visit an in-network dentist.
• Service where and when you want it.
• Educational tools and resources to help you and your dentist make better choices.

Now that’s something to smile about. Make the most of your dental benefits — **Enroll today!**

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² Savings from enrolling in a dental benefits plan will depend on various factors, including the cost of the plan, how often members visit the dentist and the cost of services rendered.
Table of Contents

Allow Us to Introduce Ourselves

Understanding Your Dental Plan

Board of Regents of the University System of Georgia

The MetLife Dental Education Center

We're Here to Help — MetLife Is at Your Service
Dear Board of Regents Employee:

The need for good dental benefits is essential for good oral health. The Board of Regents provides you with access to a dental benefits plan administered by MetLife---so you and your family can receive the dental care you need, with features you deserve:

- **Lower costs** with benefits that provide access to coverage for preventive, basic, and complex procedures that can help maintain long-term good oral health.
- **Freedom of choice** to visit any dentist without having to pre-select and commit to a specific dental practice. Plus you don’t have the hassle of needing a referral to visit a specialist.
- **A commitment to your oral health** means educational tools and resources that help you and your dentist make informed choices.
- **Less paperwork, less worries and more service** with easy access to pre-treatment estimates, real-time claim processing* and 24-hour customer service by phone, fax or online.

**It’s easy to get these valuable dental benefits.**
- For more information, please visit [www.mybenefits.com/mybenefits](http://www.mybenefits.com/mybenefits) or call 1-866-832-5759.
- Your group premium will be paid through convenient payroll deductions.

Sincerely,

MetLife

*Transactions are in real-time except when systems are undergoing scheduled or unscheduled maintenance or interruption.

Metropolitan Life Insurance Company, New York, NY    L0312245101 (exp0314)(All States)(DC, GU, MP, PR, VI)
The Preferred Dentist Program was designed to help you get the dental care you need and help lower your costs. You get benefits for a wide range of covered services — both in and out of the network.

The goal is to deliver affordable protection for a healthier smile and a healthier you. You also get great service and educational support to help you stay on top of your care.

**Freedom of choice to go to any dentist.**
You have the flexibility to visit any dentist — your dentist — and receive coverage under the plan. Just remember that non-participating dentists haven’t agreed to charge negotiated fees. So your out-of-pocket costs for out-of-network services may be higher than if you are treated by a network dentist.

If you prefer to stay in the network, there are thousands of general dentists and specialists to choose from nationwide — so you are sure to find one who meets your needs. Plus, all participating dentists have to go through a rigorous upfront and ongoing selection and review process. This way you don’t need to worry about quality. You also don’t need any referrals.

To check out the general dentists and specialist in the network, visit www.metlife.com/dental.

**Additional savings when you visit participating dentists.**
Your out-of-pocket costs are usually lower when you visit network dentists. That’s because they have agreed to accept negotiated fees that are typically 15 to 45% less than average dental charges in the same community. This may help lower your final costs and stretch your plan maximum. Negotiated fees may even extend to non-covered services and services provided after you’ve reached the plan maximum.

**Service where and when you want it.**
Managing your dental benefits is easy. We provide more service — less paperwork — less worries. MyBenefits, your secure self-service website, is available 24/7. You can use the site to get estimates on care or to check coverage and claim status.

**Educational tools and resources.**
The right dental care is an essential part of good overall health. That’s why you and your dentist get a wealth of information and valuable tools to help make informed decisions about your oral health. You’ll find a range of helpful topics on our online dental education website, www.oralhealthlibrary.com. Read up on topics like family dental health, the link between dental and overall health, and kid’s dental health. Plus, you can take risk assessments to better understand your personal risk for dental disease.
Your dental benefits plan includes several components that, when clearly understood, can help you use your benefits more effectively.

1. **Coverage Types.** Dental procedures are grouped into the following categories: Preventive (Type A), Basic Restorative (Type B), Major Restorative (Type C), and Orthodontia (Type D). Your group’s plan determines how each procedure is categorized (Type A, B, C, D). Generally, benefits for Type A procedures pay at the highest benefits level because they prevent and diagnose dental disease.

2. **Co-insurance.** The co-insurance percentage helps determine what your out-of-pocket costs will be for each coverage type. Each Type – A, B, C, and D – has a pre-set percentage that represents what your plan will reimburse for the services in each category. Your total out-of-pocket responsibility is subject to any deductibles, benefit maximums, plan provisions, if you receive services out-of-network, and your plan’s basis for reimbursement. Please see your Dental Plan Benefits Summary for more information.

3. **Deductible.** This is amount you must pay out-of-pocket before benefit payments will be made by the plan. For most plans, the deductible amounts for in-network services are less than the amount for out-of-network services. Many plans do not require a deductible be met for Type A services.

4. **Annual Maximum Benefit.** This is the total amount the plan will pay in the plan year. Once this amount is reached, no further benefits will be paid. However, you are still eligible to receive services at the negotiated fees when visiting a participating dentist.

5. **Orthodontia Lifetime Maximum.** Not all plans cover Orthodontia Treatment. If your plan covers Orthodontia there is a Lifetime Maximum that is applicable only to Orthodontia. This does not affect your Annual Maximum Benefit for Types A, B and C coverages. The Lifetime Maximum is the total amount the plan will pay for orthodontic services for each covered person (subject to any plan age limitations). Once this amount is reached, no further benefits will be paid. However, you are still eligible to receive services at the negotiated fee amounts when visiting a participating dentist.
Putting it all together – maximizing the value of your dental benefits.

- Make the most of your benefits — visit a participating dentist to reduce your out-of-pocket costs.
- Keep a healthy dental regimen by getting routine exams and cleanings – the cost of preventive services (Type A) is usually less than the cost for fillings, root canals, extractions, etc. – and can help to prevent the need for these higher-cost treatments.
- Use the Dental Procedure Fee Tool, to look up the average charges for in-network and out-of-network services such as exams, cleanings, fillings, crowns, and more. This tool is accessible via the MyBenefits website.4
- It is recommended that you request a pre-treatment estimate for services that cost more than $300. The estimate will give you an idea of what your out-of-pocket costs will be. To receive a benefit estimate, have your dentist submit a request online at www.metdental.com or by calling call 1-877-MET-DDS9 (phone number and website for dental professionals only).
- Visit the dental education website at www.oralhealthlibrary.com for important tools and resources to help you become more informed about dental care.

Remember, dental coverage can be an important part of your personal safety net. By using the educational tools and benefits made available to you through this plan, you’ll be better prepared to protect your oral health and your budget.

1. Certain providers may participate with MetLife through an agreement that MetLife has with a vendor. Providers available through a vendor are subject to the vendor’s credentialing process and requirements, not MetLife’s. If you should have any questions, contact MetLife Customer Service.

2. Savings from enrolling in a dental benefits plan will depend on various factors, including the cost of the plan, how often participants visit the dentist and the cost of services rendered. Negotiated fees on non-covered services may not apply in all states.

3. With the exception of scheduled or unscheduled systems maintenance or interruptions, the MyBenefits website is typically available 24 hours a day, 7 days a week.

4. The Dental Procedure Fee Tool application is provided by go2dental.com. Inc., an independent vendor. Network fee information is supplied to go2dental.com by MetLife and is not available for providers who participate with MetLife through a vendor. Out-of-network fee information is provided by go2dental.com. This tool does not provide the payment information used by MetLife when processing your claims. Prior to receiving services, pretreatment estimates through your dentist will provide the most accurate fee and payment information.

Like most group benefits programs, benefit programs offered by MetLife and its affiliates contain certain exclusions, exceptions, reductions, limitations, waiting periods and terms for keeping them in force. Please contact MetLife or your plan administrator for costs and complete details.

Metropolitan Life Insurance Company, New York, NY 10166 L0812272055[exp0913][All States][DC,GU,MP,PR,VI]
Understanding Your Dental Plan

MetLife helps you get the dental coverage you and your family need. And with these valuable features, your dental benefits are sure to keep you smiling:

- Lower costs.
- Freedom of choice.
- Commitment to your oral health.

**Lower cost for covered and non-covered services.**
The MetLife Preferred Dentist Program (PDP) offers you plan benefits based on negotiated fees that typically range from 15% to 45% less than the average fees for the same or similar services charged by dentists in your area. All PDP dentists have agreed to MetLife negotiated fees for on-network services and these fees may even apply to services not covered by your plan or those provided after you’ve exceeded your annual benefit maximum.  

**Freedom of choice.**
With MetLife, you can go the dentist you’re most comfortable with, even if he or she isn’t in our network. But with over 190,000 in-network dentist locations, there’s a good chance your dentist is part of the MetLife PDP. And if you need to find a dentist, you can easily find one in our national network. Plus, you’ll be assured they’ve passed a rigorous selection process. In fact, 98% of patients who visited an in-network dentist were satisfied with the quality of care they received.

**Commitment to your oral health.**
The right dental care is an essential part of good overall health. That’s why we developed MetLife’s Quality Initiative Program to promote good dental health. By providing dentists with access to materials relevant to the latest dental research and trends in patient care, they can stay abreast of the latest developments and technologies in oral health. Plus, it gives you tools to make better choices about your dental benefits and health.

Today, the Academy of General Dentistry tells us that more than 90% of all diseases produce oral signs and symptoms. Dentists now play a key role in screening for conditions such as cancer, diabetes, leukemia, heart disease, and kidney diseases.
With MetLife, there’s no paperwork if your dentist submits your claims for you. We can even give you pre-treatment estimates while you’re at the dentist.

Plus, anytime you want to check coverage, claims status or history, or get an estimate, you or your dentist can get a quick answer by phone, fax, or online, so you can get the information you want, when you want it.

1. Savings from enrolling in a dental benefits plan will depend on various factors, including how often participants visit the dentist and the cost of services covered. Negotiated fees on non-covered services may not apply in all states.

2. 2009 MetLife Plan Participant Satisfaction Survey. Results based on participants who visited a MetLife PDP dentist and reported that they were satisfied (24%) or very satisfied (74%)


Like most group benefits programs, benefit programs offered by MetLife and its affiliates contain exclusions, exceptions, reductions, limitations, waiting periods, and terms for keeping them in force. Please contact MetLife or your plan administrator for cost and complete details.
For the savings you need, the flexibility you want and service you can trust.

**Benefit Summary**

<table>
<thead>
<tr>
<th>SELECTED PLAN FEATURES AND COVERED SERVICES</th>
<th>PLAN PROVISIONS AND BENEFITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Deductible Per Covered Member</td>
<td>$50</td>
</tr>
<tr>
<td>Annual Plan Maximum Per Covered Member</td>
<td>$1,500</td>
</tr>
<tr>
<td>Lifetime Maximum Orthodontic Benefit Per Covered Member</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

**Preventive Dental Care**
- Dental exam and routine scaling and cleaning of teeth (limited to two instances in any one calendar year);
- Topical application of sodium fluoride or stannous fluoride to teeth, every 12 months for covered members under age 19;
- Dental X-rays - Full mouth x-rays are limited to one every 60 months. Bitewings are limited to 1 per year for adults and 1 every 6 months for children;
- Space maintainers to replace prematurely lost teeth; and
- Sealants for permanent teeth (limited to covered dependent children between the ages of 6 years and 18 years, once per tooth every 36 months).

100% of PDP Fee*; not subject to deductible.

Members who elect to use non-network dental providers will be subject to balance billing.

**Basic Dental Care**
- Fillings to restore diseased or broken teeth (multiple fillings on a single tooth surface will be considered as a single filling).
- Extraction of a tooth that is not impacted;
- General anesthesia when used in conjunction with oral surgery or other dental treatment, and, determined to be medically necessary;
- Injections of antibiotic drugs;
- Endodontic treatment, including root canal therapy; and
- Periodontal treatment, including gingivectomy, and treatment of other diseases of the gums and tissues of the mouth.

80% of PDP fee*; subject to deductible.

Members who elect to use non-network dental providers will be subject to balance billing.
<table>
<thead>
<tr>
<th>SELECTED PLAN FEATURES AND COVERED SERVICES</th>
<th>PLAN PROVISIONS AND BENEFITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Restorative Dental Care</strong></td>
<td>80% of PDP fee*; subject to deductible. Members who elect to use non-network dental providers will be subject to balance billing.</td>
</tr>
<tr>
<td>• Inlays, onlays and crowns;</td>
<td></td>
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<tr>
<td>• Repairs or recementing of crowns, inlays, bridgework or dentures as well as the relining of denture;</td>
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<tr>
<td>• Bridge pontic;</td>
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<td>• Oral surgery;</td>
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<tr>
<td>• Osseous surgery;</td>
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<tr>
<td>• Initial installation or addition of full or partial dentures or fixed bridgework, if they are necessary as the result of injured or diseased natural teeth being extracted while covered under this plan;</td>
<td></td>
</tr>
<tr>
<td>• Replacement or alternation of full or partial dentures or fixed bridgework, if necessary as a result of an accidental injury requiring oral surgery, or oral surgery treatment involving the repositioning of muscle attachments, or the removal of a tumor, cyst, torus or redundant tissue, while covered under the this plan.</td>
<td></td>
</tr>
<tr>
<td><strong>Restorative Dental Care (continued)</strong></td>
<td></td>
</tr>
<tr>
<td>• Replacement of full denture, if it is required as the result of structural change within the mouth, and if it is made more than five years after the denture was installed; and</td>
<td>80% of PDP fee*; subject to deductible. Required waiting period of at least 2 years following enrollment in the plan. Members who elect to use non-network dental providers will be subject to balance billing.</td>
</tr>
<tr>
<td>• Replacement of a crown, if the replacement is made more than five years after the crown was installed.</td>
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</tr>
<tr>
<td><strong>Orthodontic Dental Care</strong></td>
<td></td>
</tr>
<tr>
<td>• Including orthodontic appliances and treatment received during the orthodontic treatment. Orthodontic dental care will begin after one is covered by the plan.</td>
<td>80% of PDP fee*; subject to deductible. Required waiting period of at least 6 months following enrollment in the plan(waiting period does not apply to new enrollees currently in treatment). Members who elect to use non-network dental providers will be subject to balance billing.</td>
</tr>
<tr>
<td><strong>These services include, but are not limited to:</strong></td>
<td>Lifetime benefit limit of $1,000.</td>
</tr>
<tr>
<td>• Preventive treatment procedures;</td>
<td></td>
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<tr>
<td>• Removable or fixed appliance therapy; and</td>
<td></td>
</tr>
<tr>
<td>• Treatment of transitional and permanent dentition.</td>
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</tbody>
</table>

*PDP Fee refers to the fees that participating PDP dentists have agreed to accept as payment in full, subject to any co-payments, deductibles, cost sharing and benefits maximums.
**PDP Savings** Example

This hypothetical example shows how receiving services from a PDP (in-network) dentist can save you money.

*Your Dentist says you need a Crown, a Restorative Dental Care service —*

- PDP Fee: $375.00
- R&C** Fee: $500.00
- Dentist’s Usual Fee: $600.00

<table>
<thead>
<tr>
<th></th>
<th><strong>IN-NETWORK</strong> When you receive care from a participating PDP dentist</th>
<th><strong>OUT-OF-NETWORK</strong> When you receive care from a non-participating dentist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dentist’s Usual Fee is:</td>
<td>$600.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>The PDP Fee is:</td>
<td>$375.00</td>
<td>R&amp;C Fee is: $500.00</td>
</tr>
<tr>
<td>Your Plan Pays:</td>
<td>80% X $375 PDP Fee: - $300.00</td>
<td>80% X $500 R&amp;C Fee: - $400.00</td>
</tr>
<tr>
<td>Your Out-of-Pocket Cost:</td>
<td>$75.00</td>
<td>Your Out-of-Pocket Cost: $200.00</td>
</tr>
</tbody>
</table>

In this example, you save $125.00 ($200.00 minus $75.00)… by using a participating PDP dentist.

*Please note: These examples assume that your annual deductible has been met.

**R&C fee refers to the Reasonable and Customary (R&C) charge, which is based on the lowest of (1) the dentist’s actual charge, (2) the dentist’s usual charge for the same or similar services, or (3) the charge of most dentists in the same geographic area for the same or similar services as determined by MetLife.
Common Questions… Important Answers

Who is a participating Preferred Dentist Program (PDP) dentist? A participating dentist is a general dentist or specialist who has agreed to accept MetLife’s negotiated fees as payment in-full for services provided to plan participants. PDP fees typically range from 15-45% below the average fees charged in a dentist’s community for the same or substantially similar services.

*Based on internal analysis by MetLife.

How do I find a participating PDP dentist? There are more than 190,000 participating PDP dentist locations nationwide, including over 42,000 specialist locations. You can receive a list of these participating PDP dentists online at www.metlife.com/mybenefits or call 1-866-832-5759 to have a list faxed or mailed to you.

What services are covered by my plan? All services defined under your group dental benefits plan are covered. Please review the enclosed plan benefits to learn more.

Does the Preferred Dentist Program (PDP) offer any discounts on non-covered services? MetLife’s negotiated fees with PDP (in-network) dentists may extend to services not covered under your plan and services received after your plan maximum has been met, where permitted by applicable state law. If you receive services from a PDP dentist that are not covered under your plan or where the maximum has been met, in those states where permitted by law, you may only be responsible for the PDP (in-network) fee.

May I choose a non-participating dentist? Yes. You are always free to select the dentist of your choice. However, if you choose a dentist who does not participate in the MetLife PDP, your out-of-pocket expenses may be more, since you will be responsible to pay for any difference between the dentist’s fee and your plan’s payment for the approved service. If you receive services from a participating PDP dentist, you are only responsible for the difference between the PDP in-network fee for the service provided and your plan’s payment for the approved service. Please note: any plan deductibles must be met before benefits are paid.

Can I find out what my out-of-pocket expenses will be before receiving a service? Yes. MetLife recommends that you request a pre-treatment estimate for services in excess of $300. Simply have your dentist submit a request online at www.metdental.com or call 1-877-MET-DDS9. You and your dentist will receive a benefit estimate for most procedures.

Can I find out what my out-of-pocket expenses will be before receiving a service? Yes. MetLife recommends that you request a pre-treatment estimate for services in excess of $300. Simply have your dentist submit a request online at www.metdental.com or call 1-877-MET-DDS9. You and your dentist will receive a benefit estimate for most procedures while you’re still in the office. Actual payments may vary depending upon plan maximums, deductibles, frequency limits and other conditions at time of payment.

How can I learn about what dentists in my area charge for different procedures? If you have MyBenefits you can access the Dental Procedure Fee Tool provided by go2dental.com where you can learn more about approximate fees for services such as exams, cleanings, fillings, crowns and more. Simply visit www.metlife.com/mybenefits and use the Dental Procedure Fee Tool to help you estimate the in-network (PDP fees) and out-of-network fees* for dental services in your area.

* Out-of-network fee information is provided by go2dental.com, Inc., an industry source independent of MetLife. This site does not provide the benefit payment information used by MetLife when processing your claims. Prior to receiving services, we recommend that you obtain pre-treatment estimates through your dentist.

How does MetLife coordinate benefits with other insurance plans? Coordination of benefits provision in dental benefits plans are a set of rules that are followed when a patient is covered by more than one dental benefits plan. These rules determine the order in which the plans will pay benefits. If the MetLife dental benefit plan is primary, MetLife will pay the full amount of benefits that would normally be available under the plan. If the MetLife dental benefit plan is secondary, most coordination of benefits provisions require MetLife to determine benefits after benefits have been determined under the primary plan. The amount of benefits payable by MetLife may be reduced due to the benefits paid under the primary plan.
**Exclusions**

Some of the dental services, supplies or treatments that are not covered by the dental plan include, but are not limited to:

- Those that exceed the Preferred Dentist Program contracted in-network rates for covered dental charges;
- Those that are not medically necessary;
- Treatment not performed by a dental provider or doctor;
- Those that are provided by an immediate family member or household resident;
- Treatment performed by a licensed dental hygienist who is not supervised by a dental provider;
- Those that were received prior to being eligible for plan participation and coverage;
- Treatment due to injury or illness that is covered under any Workers’ Compensation Law, occupational disease law or similar laws;
- Those charges incurred by a member from his/her dental provider for failure to keep a scheduled appointment;
- Those charges incurred for the completion of any forms required for benefits to be paid;
- Services for which you are not required to pay, or, for services in which no charge would have been made in the absence of dental benefits;
- Charges for services or supplies that do not meet accepted standards of dental practice, including charges for services or supplies that are experimental in nature;
- Charges or expenses for procedures, appliances and restorations, other than full dentures used to split or to change vertical dimension or to restore an occlusion;
- Surgical extraction of impacted teeth, but not including partially erupted teeth;
- To replace lost or stolen dentures and/or bridgework;
- The installation, replacement, or alteration of dentures or fixed bridgework, other than those services that are listed under covered services;
- Charges associated with dietary planning for the control of dental cavities, oral hygiene instruction, including plaque control, or training in dental care;
- Charges incurred for which benefits are paid under any public plan of dental insurance for which a covered person is eligible;
- Charges for services or supplies received as a result of dental disease or injury due to an act of war, declared or undeclared, or a warlike act in time of peace;
- A crown, gold restoration, or bridge, if the tooth was prepared before you or your dependent were covered by the plan;
- Root canal therapy if the pulp chamber was opened before you or your dependent were covered by the plan;
- Continuation of orthodontic treatment if the treatment began prior to the member being covered by the plan;
- An appliance, or the alteration of an appliance, if the impression was made before you or your dependent were covered by the plan;
- Charges or conditions for which others are responsible;
- Services or supplies received by a covered person before that individual is eligible for dental benefits;
- Use of materials, other than fluoride, to prevent tooth decay;
- Procedures that are cosmetic in nature (e.g. bleaching, whitening and bonding);
- For training and/or appliance to correct or control harmful habits, including, but not limited to, muscle training therapy (myofunctional therapy);
- Night or occlusional guard appliances;
- Services or supplies that are for cosmetic purposes, unless they are:
  - Otherwise a covered expense and are necessary because of an illness or injury that happened while you are covered or,
  - Required for reconstructive surgery because of a congenital disease or abnormality of a covered dependent that results in a functional defect;
- For prescription or non-prescription drugs, vitamins, or dietary supplements;
- For house or hospital calls for dental services;
- For hospitalization costs;
- For treatment of fractures and dislocations of the jaw;
Exclusions (continued)

- Charges for care, treatment, services or supplies to the extent that any benefit is provided by Medicare;
- Charges that were not considered to be a “covered expense”, due to a pre-determination of benefits;
- Charges for nitrous oxide, novocaine, xylocaine, or any similar local anesthetic, when the charge is made separately from a covered dental expense;
- For the following that are not included as orthodontic benefits: Retreatment of orthodontic cases, changes in orthodontic treatments necessitated by patient neglect, or repair of an orthodontic appliance; and
- Services or supplies for which benefits are otherwise provided under the plan or any other plan that the System (or an affiliate) contributes to or sponsors.

Like most group benefit programs, benefit programs offered by MetLife and its affiliates contain certain exclusions, exceptions, reductions, limitations, waiting periods and terms for keeping them in force. Please contact MetLife or your plan administrator for costs and complete details.

This dental benefits plan is made available through a self-funded arrangement. MetLife administers this dental benefits plan, but has not provided insurance to fund benefits.

Metropolitan Life Insurance Company, New York, NY L0412252054(exp1212)(All States)(DC, GU, MP, PR, VI)
Focus on Oral Health: Why Having the Right Dental Coverage is Good for Your Health.

Maybe you have good oral health, but have you considered how unexpected dental problems can affect you or your family members? Or, maybe you have some type of dental coverage now, but the question is – is it enough?

Although much emphasis has been put on healthy living these days, you may not have thought to include your mouth as part of your health regimen. The fact is, more and more studies are finding links between your oral health and your overall health. According to the U.S. Dept. of Health and Human Services, research has revealed an association between dental disease and a person's increased risk for systemic conditions.¹

When you consider how dental problems can affect people of all ages — and how costly they can be to treat — you may want to carefully consider whether you have adequate dental coverage. With MetLife, you have access to dental benefit plans with easy-to-understand coverage and savings that may extend to non-covered services.²

Want to know if you or your family is at risk for dental disease?

Visit the dental education website at www.metlife.com/mybenefits for important tools and resources to help you become more informed about dental care. The site contains Risk Assessments and information on many oral health topics.

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² Savings from enrolling in a dental benefits plan will depend on various factors, including how often participants visit the dentist and the cost of services covered. Negotiated fees for non-covered services may not apply in all states.
Finding out if your dentist is in the Preferred Dentist Program
To find out if your dentist participates in the MetLife Preferred Dentist Program which currently include over 190,000 in-network dentist locations, sign in to www.metlife.com/mybenefits or call 1-800-832-5759 to have a list faxed or mailed.

If your current dentist does not participate in the PDP, and you’d like to encourage him or her to apply, ask your dentist to visit www.metdental.com or call 1-877-MET-DDS9 for an application. (The website and phone number are designed for dental professionals only.)

MyBenefits Registration Overview:

www.metlife.com/mybenefits
MyBenefits provides you with a personalized, integrated and secure view of your MetLife delivered benefits. You can take advantage of self-service capabilities such as:
- Check coverage or claim status
- View an Explanation of Benefits (EOB) statement
- Locate a participating PDP dentist

Simply go to MyBenefits (www.metlife.com/mybenefits), and follow the easy registration instructions.

Quick Tips for Easy Dental Claim Filing
With MetLife, there’s no paperwork if your dentist submits your claims for you. Whether it’s you or your dentist, filing a dental claim with MetLife is a simple process. And, by keeping the following tips in mind, you can help make it even easier:

- Bring a claim form with you to your appointment. A claim form is included in this enrollment booklet.
- You can obtain additional claim forms three easy ways:
  1. Download them from the MetLife website at www.metlife.com/mybenefits. Simply click on "Download Claim Forms" from the homepage.
  2. Call 1-800-832-5759 to have a form sent to you. You don’t have to speak with a live representative to order a claim form — you can call 24 hours, 7 days a week, to utilize MetLife’s automated voice response system.
  3. Contact your Human Resources Representative, who should have forms on hand.
- Speak with your dentist about reimbursement arrangements before your appointment. Although most dentists will accept the claim reimbursement directly from MetLife, some may prefer to receive payment in-full before you leave your appointment. Since each dentist sets his or her own policy, you should discuss these arrangements before you receive any services.

* Out-of-network fee information is provided by go2dental.com, Inc., an industry source independent of MetLife. This site does not provide the benefit payment information used by MetLife when processing your claims. Prior to receiving services, pre-treatment estimates through your dentist will provide the most accurate fee and payment information.
# DENTAL ENROLLMENT/CHANGE FORM FOR Board of Regents

**SECTION TO BE COMPLETED BY EMPLOYER**

<table>
<thead>
<tr>
<th>Name of Employer (Please Print)</th>
<th>Group Customer #</th>
<th>Report #</th>
<th>Sub Division</th>
<th>Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Regents</td>
<td>307601</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer’s Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Employee’s Work Location</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of Hire (Mo./Day/Yr.)</th>
<th>Coverage Effective Date (Mo./Day/Yr.)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Work Status:</th>
<th>Hours Worked Per Week</th>
<th>Work Status:</th>
<th>Hours Worked Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hire</td>
<td></td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Retired</td>
<td></td>
<td>Disabled</td>
<td></td>
</tr>
<tr>
<td>Rehire</td>
<td></td>
<td>On Layoff/Leave of Absence</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Original COBRA Effective Date (Mo./Day/Yr.)</th>
<th>Reason for Enrollment:</th>
</tr>
</thead>
</table>

**SECTION TO BE COMPLETED BY EMPLOYEE**

<table>
<thead>
<tr>
<th>Name (print)</th>
<th>First</th>
<th>Middle</th>
<th>Last</th>
<th>Social Security #</th>
<th>Date of Birth (Mo./Day/Yr.)</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Address: Street, City, State, Zip Code

<table>
<thead>
<tr>
<th>E-mail Address</th>
<th>Phone No. (include area code)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**COVERAGE REQUEST DATA:**

I have received and read a copy of my employer’s current announcement of the group plan. I want to be covered under the group plan for the benefits for which I am or may become eligible, requested below.

**I request the following coverage:**

**Coverage Options (Note: Only one of the following may be selected):**

- Employee Only
- Employee + Spouse
- Employee + Spouse + Child(ren)
- Employee + Child(ren)

**If applying for Dependent coverage (Spouse and Child), complete section below:**

<table>
<thead>
<tr>
<th>Number of dependents (including spouse)</th>
<th>Name of Spouse (Last, First, MI)</th>
<th>Date of Birth</th>
<th>Sex (M/F)</th>
<th>Is child a full-time student?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name(s) of Child(ren) (Last, First, MI)</th>
<th>Date of Birth</th>
<th>Sex (M/F)</th>
<th>Is child a full-time student?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

|                                        |               |           | Yes                         |

|                                        |               |           | Yes                         |

|                                        |               |           | Yes                         |

Please Retain A Copy of The Fully-Completed Form For Your Records And Return The Original To Your Employer (Continued on Following Page)
DECLARATION SECTION

Each person signing below declares that all the information given in this enrollment form is true and complete to the best of his/her knowledge and belief. The employee declares that he or she is actively at work on the date of this enrollment form.

For Changes Requested After Initial Enrollment Period Expires

I understand that if dental coverage is not elected, a waiting period may be required before I can enroll for such coverage after the initial enrollment period has expired.

For Payroll Deduction Authorization By the Employee

I authorize my employer to deduct the required contributions from my pay for the coverage requested in this enrollment form. This authorization applies to such coverage until I rescind it in writing.

Fraud Warning:

If you reside in or are applying for insurance under a policy issued in one of the following states, please read the applicable warning.

**New York** [only applies to Accident and Health Benefits (AD&D/Disability/Dental)]: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

**Florida**: Any person who knowingly and with intent to injure, defraud or deceive any insurer files a statement of claim or an application containing any false, incomplete or misleading information is guilty of a felony of the third degree.

**Massachusetts**: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, and may subject such person to criminal and civil penalties.

**New Jersey**: Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

**Oklahoma**: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.  

**Kansas, Oregon, and Vermont**: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, and may subject such person to criminal and civil penalties.

**Puerto Rico**: Any person who, knowingly and with the intent to defraud, presents false information in an insurance request form, or who presents, helps or has presented, a fraudulent claim for the payment of a loss or other benefit, or presents more than one claim for the same damage or loss, will incur a felony, and upon conviction will be penalized for each violation with a fine no less than five thousand (5,000) dollars nor more than ten thousand (10,000), or imprisonment for a fixed term of three (3) years, or both penalties. If aggravated circumstances prevail, the fixed established imprisonment may be increased to a maximum of five (5) years; if attenuating circumstances prevail, it may be reduced to a minimum of two (2) years.

**Virginia and Washington**: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

**All other states**: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or a statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which may be a crime and may subject such person to criminal and civil penalties.

Signature(s): The employee must sign in all cases. The person signing below acknowledges that they have read and understand the statements and declarations made in this enrollment form.

---

Employee Signature

Print Name

Date Signed (Mo./Day/Yr.)
Dental Expense Claim

To Be Completed by Employee

1. Patient First Name Middle Last
2. Relationship to Employee
   - Self
   - Spouse
   - Child
   - Other
3. Sex
   - Male
   - Female
4. Married?
   - Yes
   - No
5. Patient Date of Birth
   Mo./Day/Year
6. For Office Use

7. If Full-Time Student (Age 19 or Over)
   School
   City
   State
8. ID Number
9. If Disabled (Age 19 or Over)
   - Yes
   - No

10. Name of Group Dental Program
    Board of Regents of the University of Georgia - 307601

11. Employee First Name Middle Last
12. Employee Date of Birth
13. Office Phone (Area Code)

14. Employee Residence Mailing Address
   City, State, Zip

15. Are other Family Members Employed?
   - Yes
   - No

16. Social Security / ID Number

17. Date of Birth
18. Name and Address of Employer for Item 16

19. Is Patient Covered by Another Dental Plan?
   - Yes
   - No

20. I Authorize Release of any Information Relating to this Claim.

   (Signature of Patient or Signature of Authorized Representative if Minor)
   Date

21. I Certify that the Above Information is Correct.

   Employee Signature
   Date

22. I Authorize Payment Directly to the Below-Named Dentist.

   Employee Signature
   Date

23. To Be Completed by Dentist

24. Mailing Address
   City
   State
   Zip

25. Dentist Name

26. Dentist License Number

27. Dentist SSN or T.I.N.

28. Provider Specialty Code

29. NPI (Treating Dentist)

30. NPI (Billing Entity, if different)

31. First Visit Date Current Series

32. Place of Treatment
   - Office
   - Hospital
   - ECF
   - Other

33. Radiographs or Models Enclosed?
   - Yes
   - No
   How Many?

34. Is Treatment Result of Occupational Illness or Injury?
   - Yes
   - No

35. Is Treatment Result of Auto Accident?
   - Yes
   - No

36. Other Accident?
   - Yes
   - No

37. Are any Services Covered by Another Plan?
   - Yes
   - No

38. If Prosthesis, is this Initial Placement?
   - Yes
   - No

39. Date of Prior Replacement

40. Is Treatment for Orthodontics?
   - Yes
   - No

41. Examination and Treatment Plan – List in Order From Tooth #1 through Tooth #32 (Use Charting System Shown)

   Pretreatment Estimate

42. I Hereby Certify That The Services Listed Above Will Be Have Been Performed.

   Signature of Dentist
   Date Signed
   Actually Charged

43. Address where treatment was performed
   Street
   City
   State
   Zip

Board of Regents of the University of Georgia- JY0333-K (04/11)
CLAIM SUBMISSION INFORMATION

Please Review These Instructions Before Submitting Claim

Information for Employee

1. Complete your section of the claim form (items 1 through 21) in full to assure positive identification and prompt payment. Please print or type. Note: Item 8 (ID Number) must be completed for the claim to be processed.

2. Patient Consent. By signing item 20, the patient (or parent or other authorized representative) consents to the use and disclosure of information relating to the services provided by the dentist or health care professional for the purpose of treatment, payment or health care operation, including submission of a claim for dental benefits to a provider or administrator of dental benefit plans. This consent will be valid for as long as the patient is entitled to coverage under a dental plan. You are entitled to a copy of this consent. This consent may be revoked in writing delivered to your dentist or health care professional, but such revocation will not affect any action taken in reliance on this consent prior to revocation. Upon receipt of revocation or refusal to sign a consent, your dentist or health care professional may decline to provide or continue treatment. If this consent is signed by the authorized representative of the patient, the relationship of the authorized representative must be provided in item 20.

3. You must sign the claim form in item 21.

4. You can arrange for MetLife to make payment directly to the dentist by completing item 22. If you wish benefits to be paid directly to yourself, do not complete item 22. In either case, a statement of benefits paid will be sent to you.

5. If total charges for the planned course of treatment are expected to be $300 or more, the form should be completed and submitted to MetLife prior to the commencement of the course of treatment for a pretreatment estimate of benefits. MetLife will notify you of your benefits payable.

6. If total charges for the planned course of treatment will be less than $300, the claim form should be completed when treatment is completed and mailed to the address shown below.

Dental Coverage is subject to specific limitations and exclusions. Please refer to your booklet for a description of covered services, schedule of benefits payable, limitations and exclusions.

Information for Attending Dentist

1. Benefits are payable in accordance with four Classes of Services. It is, therefore, important that a separate fee is indicated for each item of service performed.

2. If total charges for a course of treatment are expected to be $300 or more, check the box noted “Pretreatment Estimate” and complete items 23 through 42. The completed claim form should be sent to the address shown below prior to the commencement of the course of treatment. MetLife will review the claim (and any supplementary information required) and notify your patient of the benefits payable.

3. If the address where treatment was performed is different from the mailing address in item 24, complete item 43.

4. Generally, we do not request x-rays where standard filling materials are used. Pre-operative x-rays are requested only in connection with prosthetics, fixed bridgework, or cast restorations. Occasionally, we may request x-rays that relate to other dental services.

   In an effort to reduce your costs and inconvenience, we request your cooperation in submitting x-rays only in the above-mentioned circumstances or when specifically requested. This will also enable us to expedite the processing of a pretreatment estimate.

5. If authorized by the employee, benefit payments will be made directly to you.

Detach and mail the completed Dental Expense Claim Form to:

   MetLife Dental Claims                 Dentists: 1-877-638-3379
   P.O. Box 14588                         
   Lexington, KY 40512

If you are submitting a claim, please complete and detach the first page only and mail it to the above address. If you are requesting the form be translated into Spanish or Chinese, please visit our website, www.metlife.com, and download the applicable claim form from our Dental Insurance Center. Or you may mail the entire three (3) pages of this form to the address on page 3.

This Group Dental program is provided by your employer on a non-insured basis and MetLife is providing administrative services only.
Our Privacy Notice

We know that you buy our products and services because you trust us. This notice explains how we protect your privacy and treat your personal information. It applies to current and former customers. “Personal information” as used here means anything we know about you personally.

Plan Sponsors and Group Insurance Contract Holders

This privacy notice is for individuals who apply for or obtain our products and services under an employee benefit plan, or group insurance or annuity contract. In this notice, “you” refers to these individuals.

Protecting Your Information

We take important steps to protect your personal information. We treat it as confidential. We tell our employees to take care in handling it. We limit access to those who need it to perform their jobs. Our outside service providers must also protect it, and use it only to meet our business needs. We also take steps to protect our systems from unauthorized access. We comply with all laws that apply to us.

Collecting Your Information

We typically collect your name, address, age, and other relevant information. We may also collect information about any business you have with us, our affiliates, or other companies. Our affiliates include life, car, and home insurers. They also include a bank, a legal plans company, and securities broker-dealers. In the future, we may also have affiliates in other businesses.

How We Get Your Information

We get your personal information mostly from you. We may also use outside sources to help ensure our records are correct and complete. These sources may include consumer reporting agencies, employers, other financial institutions, adult relatives, and others. These sources may give us reports or share what they know with others. We don’t control the accuracy of information outside sources give us. If you want to make any changes to information we receive from others about you, you must contact those sources.

We may ask for medical information. The Authorization that you sign when you request insurance permits these sources to tell us about you. We may also, at our expense:

- Ask for a medical exam
- Ask for blood and urine tests
- Ask health care providers to give us health data, including information about alcohol or drug abuse

We may also ask a consumer reporting agency for a “consumer report” about you (or anyone else to be insured). Consumer reports may tell us about a lot of things, including information about:

- Reputation
- Work and work history
- Driving record
- Hobbies and dangerous activities
- Finances

The information may be kept by the consumer reporting agency and later given to others as permitted by law. The agency will give you a copy of the report it provides to us, if you ask the agency and can provide adequate identification. If you write to us and we have asked for a consumer report about you, we will tell you so and give you the name, address and phone number of the consumer reporting agency.

Another source of information is MIB Group, Inc. (“MIB”). It is a non-profit association of life insurance companies. We and our reinsurers may give MIB health or other information about you. If you apply for life or health coverage from another member of MIB, or claim benefits from another member company, MIB will give that company any information that it has about you. If you contact MIB, it will tell you what it knows about you. You have the right to ask MIB to correct its information about you. You may do so by writing to MIB, Inc., 50 Braintree Hill, Suite 400, Braintree, MA 02184-8734, by calling MIB at (866) 692-6901 (TTY (866) 346-3642 for the hearing impaired), or by contacting MIB at www.mib.com.

Using Your Information

We collect your personal information to help us decide if you’re eligible for our products or services. We may also need it to verify identities to help deter fraud, money laundering, or other crimes. How we use this information depends on
what products and services you have or want from us. It also depends on what laws apply to those products and services. For example, we may also use your information to:

- administer your products and services
- perform business research
- market new products to you
- comply with applicable laws
- process claims and other transactions
- confirm or correct your information
- help us run our business

**Sharing Your Information With Others**

We may share your personal information with others with your consent, by agreement, or as permitted or required by law. For example, we may share your information with businesses hired to carry out services for us. We may also share it with our affiliated or unaffiliated business partners through joint marketing agreements. In those situations, we share your information to jointly offer you products and services or have others offer you products and services we endorse or sponsor. Before sharing your information with any affiliate or joint marketing partner for their own marketing purposes, however, we will first notify you and give you an opportunity to opt out.

Other reasons we may share your information include:

- doing what a court, law enforcement, or government agency requires us to do (for example, complying with search warrants or subpoenas)
- telling another company what we know about you if we are selling or merging any part of our business
- giving information to a governmental agency so it can decide if you are eligible for public benefits
- giving your information to someone with a legal interest in your assets (for example, a creditor with a lien on your account)
- giving your information to your health care provider
- having a peer review organization evaluate your information, if you have health coverage with us
- those listed in our “Using Your Information” section above

**HIPAA**

We will not share your health information with any other company – even one of our affiliates – for their own marketing purposes. If you have dental, long-term care, or medical insurance from us, the Health Insurance Portability and Accountability Act (“HIPAA”) may further limit how we may use and share your information.

**Accessing and Correcting Your Information**

You may ask us for a copy of the personal information we have about you. Generally, we will provide it as long as it is reasonably retrievable and within our control. You must make your request in writing listing the account or policy numbers with the information you want to access. For legal reasons, we may not show you anything we learned as part of a claim or lawsuit, unless required by law.

If you tell us that what we know about you is incorrect, we will review it. If we agree, we will update our records. Otherwise, you may dispute our findings in writing, and we will include your statement whenever we give your disputed information to anyone outside MetLife.

**Questions**

We want you to understand how we protect your privacy. If you have any questions about this notice, please contact us. When you write, include your name, address, and policy or account number.

Send privacy questions to:

MetLife Privacy Office, P. O. Box 489, Warwick, RI 02887-9954

privacy@metlife.com

We may revise this privacy notice. If we make any material changes, we will notify you as required by law. We provide this privacy notice to you on behalf of these MetLife companies:

- Metropolitan Life Insurance Company
- General American Life Insurance Company
- SafeHealth Life Insurance Company
- MetLife Insurance Company of Connecticut
- SafeGuard Health Plans, Inc.
CALIFORNIA HEALTHCARE LANGUAGE ASSISTANCE PROGRAM NOTICE TO INSURED

No Cost Language Services. You can get an interpreter. You can get documents read to you and some sent to you in your language. For help, call us at the number listed on your ID card, if any, or 1-800-942-0854. For more help call the CA Dept. of Insurance at 1-800-927-4357.

To receive a copy of the attached MetLife document translated into Spanish or Chinese, please mark the box by the requested language statement below, and mail the document with this form to:

Metropolitan Life Insurance Company
PO Box 14587
Lexington, KY 40512

Please indicate to whom and where the translated document is to be sent.


Para recibir una copia del documento adjunto de MetLife traducido al español, marque la casilla correspondiente a esta oración, y envíe por correo el documento junto con este formulario a:

Metropolitan Life Insurance Company
PO Box 14587
Lexington, KY 40512

Por favor, indique a quién y a dónde debe enviarse el documento traducido.

NOMBRE

Dirección

Servicio de Idiomas Sin Costo.

Puede obtener la ayuda de un intérprete. Se le pueden leer documentos y enviar algunos en español. Para recibir ayuda, llámenos al número que aparece en su tarjeta de identificación, si tiene uno, o al 1-800-942-0854. Para recibir ayuda adicional llame al Departamento de Seguros de California al 1-800-927-4357.

Para recibir una copia del documento adjunto de MetLife traducido al español, marque la casilla correspondiente a esta oración, y envíe por correo el documento junto con este formulario a:

Metropolitan Life Insurance Company
PO Box 14587
Lexington, KY 40512

Por favor, indique a quién y a dónde debe enviarse el documento traducido.

CA LAP STANDALONE NOTICE (09/08)

(09/08)
Creating your personal safety net

Your dental benefits are an important part of creating a personal safety net to protect you and your family. That’s why MetLife is committed to helping you meet your benefits needs. With more than 50 years of dental benefits experience, we understand what matters most to you. You can count on our knowledgeable service team to help ensure things go right when you need them to the most. You also get the tools and resources you need to make better choices about your oral health and dental benefits.
Like most group benefit programs, benefit programs offered by MetLife and its affiliates contain certain exclusions, exceptions, waiting periods, reductions, limitations and terms for keeping them in force. Please contact MetLife or your plan administrator for complete details.