

Your Denplan

All you need to know about your dental payment plan





We'll help to take great care of you

It's great to have you onboard with Denplan. This is your policy handbook and it will help answer questions about your dental plan. We want you to learn more about the importance of a good dental care regime and help you get the most out of your plan. Please take the time to learn about your cover and how to use the additional services.





Useful contacts for Denplan members

Denplan General Enquires: 01962 828 007

Lines are open Monday to Thursday 8.30am to 5.30pm and Friday 8.30am to 4.30pm. You can also email corporate@denplan.co.uk

Dental Emergencies (in the UK): 01962 844 999

You can call our emergency helpline 24 hours a day, seven days a week. Call us for advice on what to do immediately and where to find your nearest available dentist.

Dental Emergencies (Abroad): +44(0) 1962 844 999

Employees with a Denplan dental plan can see any dentist overseas. If you need help to find a dentist overseas, we do recommend that you discuss your needs with your hotel concierge, your operator representative or any family, friends or colleagues that you may know in the area first.

Benefits at a glance

A Denplan dental plan gives you an easy way to spread the cost of your routine preventive and restorative dental care.

- Supplementary Insurance, to provide cover if you have a dental injury or dental emergency
- Routine preventive dental treatments
 - · Check-ups
 - Scaling, polishing and other hygiene treatment
 - Preventive dental advice and therapy
 - Dental x-rays
 - · Necessary fillings
- Major restorative dental treatments
 - Periodontal (gum) treatment
 - · Crowns, bridges, dentures, inlays
 - · Root canal treatment
 - Implant cover (if clinically necessary)

What is not covered

- Cosmetic treatments
- Injury that takes place before the cover started
- Injury caused participating in contact sports, unless a sports mouthguard is worn
- Mouth cancer cover is not immediately available
- Pre-planned treatment

For a full list of exclusions and restrictions, please see the terms and conditions on page 13.



Denplan Discount Network

An exclusive network of over 2,000 Denplan dentists dedicated to offering dentistry at a discount. This enables your cover limits to go further, making your dental care even more affordable.

Find out which dentists offer discounts at www.denplan.co.uk/ddn

Dental advice at your fingertips

In between visiting your dentist have a look at our dedicated oral health website, where you can find oral health tips, latest news and offers.

Find out more at www.denplan.co.uk/myteeth

Additional features and benefits

The following services are available to you throughout your time with us.

Online claiming

You will have access to our online claiming service where you can submit, view and track all of your claims.

Find out more about claiming at www.denplan.co.uk/corporateclaims

Find a Dentist search

Our find a dentist service helps you to locate your nearest Denplan dentist to home or work. It also details additional information about the practice such as disability access and extended hours

Find your nearest Denplan dentist at www.denplan.co.uk/findadentist

Check your oral score

My Dental Score is a free assessment tool for people to find out the state of their oral health. You will be provided a personalised summary, highlighting any potential risks.

Check your oral health score at www.denplan.co.uk/mydentalscore

Frequently Asked Questions

How does this benefit work?

You pay a monthly premium (your method of payment is decided by your employer). You will need to select the most suitable level of cover (if applicable). You can then visit the dentist and claim back for eligible costs up to your benefit limits.

When can I start claiming?

There is no waiting period and you can start claiming for routine and restorative treatments from the start date of your scheme. We'll also cover pre-existing conditions too (with the exception of mouth cancer).

How long will my cover last?

Your policy will be arranged for one year from the commencement date on your membership. Should you leave your employer then cover will cease on the last day of the working month. Denplan provides the option for you to transfer onto a direct debit group leaver policy if you wish to continue cover.

What does my plan include?

You can see a quick overview on page 2. You can also refer to the full list of exclusions and limitations on page 15 in the terms and conditions.

How can I find a dentist?

Finding your local dentist is easy with our dentist locater. The find a dentist service helps you to locate your nearest Denplan dentist to home or work. You can find your nearest Denplan dentist at www.denplan.co.uk/findadentist

How do I claim?

Claim in three easy steps

Claiming online gives you a convenient way to submit and manage claims, whenever it suits you.

When your treatment has finished, you pay the dentist in the usual way



Submit your receipt and claim either online or by post within 60 days of treatment



Track your claim online and wait for the money to be reimbursed directly to your bank account or via cheque

How long does it take for me to get paid by Denplan?

Our service standard for payment of claims is five working days once the claim has been received with all relevant information. Payments can be made by either cheque or Direct Credit.

How can I monitor how much of my cover I have used?

You can call a Denplan Customer Advisor on 01962 828 007 who will be happy to confirm your remaining benefit over the phone. You can request an up to date benefit statement online by registering your membership at www.denplan.co.uk/login



I haven't been to the dentist for a while, is that OK?

Yes, cover for routine and restorative treatments are immediate and no initial assessment is needed whether you are a regular attendee or have not been to the dentist in a while.

What is the difference between pre-existing conditions and pre-planned treatment?

A pre-existing condition is any condition, which the patient has already received dental treatment for prior to enrolment in the dental benefit. An example of this may be a filling that you have previously had. If an issue occurs while on cover you can claim back for the cost of treatment.

Pre-planned treatment is any condition which the dentist has informed the patient that they require treatment for. If the dentist has made the patient aware of an expected need for treatment before enrolling this will not be covered under your benefit.

Policy Terms and Conditions

Full terms and conditions and policy exclusions can be found in this policy booklet. We recommend that you familiarise yourself with these before submitting your claims.

1. Schedule of benefits

All the following benefits will be reimbursed up to the limits shown within the benefit table for **your** chosen product.

Worldwide preventive dental treatment

N.B. This section does not apply to you if you are on Denplan Elementary or Denplan Key.

Examinations	
What is covered	What is not covered
Routine examinationsNew patient/extensive examinations	Specialist consultations. This is covered under your private restorative benefit if available. Please check your benefit table for full details
	General exclusions

Hygiene appointments	
What is covered	What is not covered
Routine hygiene appointmentsTopical fluoride applicationHygiene instruction/advice	Periodontal treatment. This is covered under your private restorative benefit if available. Please check your benefit table for full details.
	General exclusions

Dental X-rays	
What is covered	What is not covered
Dental x-rays for example: pan oral x-rays, periapical x-rays and bitewing x-rays	8 X-rays related to treatment that is not covered by your plan
⊘ CT Scans	General exclusions

Worldwide private restorative dental treatment

N.B. This section does not apply to you if you are on Denplan Elementary or Denplan Key.

What is covered	What is not covered
 Clinically necessary restorative dental treatment 	Replacement for loss of, or damage to dentures, other than whilst in your mouth
 Sedation in connection with clinically necessary dental treatment 	8 Placement of a dental implant or bridge into a pre-existing gap
Some examples of restorative treatment are: fillings, bridges, crowns, dental implants, periodontal treatment, root canal treatment.	Orthodontic treatment (IOTN grade 1-3) General exclusions

Additional information about this benefit

IOTN stands for Index of Orthodontic Treatment Need.

For further details visit the British Orthodontic Society: www.bos.org.uk

NHS dental treatment

N.B. This section does not apply to you if you are on Denplan Key.

What is covered	What is not covered
 ✓ Costs for treatment carried out on the NHS by an NHS dentist will be fully reimbursed ✓ If you are on Denplan Elementary and you have private treatment, we will pay the NHS equivalent costs – the amount of money your treatment would have cost if it had been carried out and you had been charged as an NHS patient 	 Any private treatment that took place at an NHS dental practice is not eligible for 100% reimbursement Any treatment that the NHS would not cover General exclusions

Additional information about this benefit

- The NHS has fixed costs for treatment; the price will vary depending on whether the dentist is based in England, Scotland, Wales or Northern Ireland. You can find the current prices for NHS treatment on the NHS website for your area.
- In England and Wales, the NHS has three bands which all treatment covered falls into Scotland, and Northern Ireland have different structures in place.
- If you are on Denplan Elementary and you have private treatment, you can only claim the NHS
 equivalent costs once for each course of treatment. A course of treatment may take place over more
 than one visit to the dentist, for instance if a bridge is needed, you may need an appointment for
 preparation and another appointment to fit the bridge these appointments would be part of the
 same course of treatment.

Worldwide emergency dental appointment

Dental treatment provided at the initial emergency appointment urgently required for the relief of severe pain, arrest of haemorrhage, the control of acute infection or a condition which causes a severe threat to **your** general health.

What is covered	What is not covered
▼ Treatment carried out at an emergency appointment which was not pre planned and is required because you are in dental pain or there is a severe threat to your overall health	Any treatment carried out at a follow up appointment. If your policy covers preventive and restorative treatment you may be able to claim for follow up appointments under these
Prescription charges	benefits
◆ Calls to our emergency helpline can be reimbursed if you are outside the UK (+44 (0))	Any phone calls made to our emergency helpline or calls made in the UK
1962 844 999)	General exclusions

Worldwide dental injury

An **injury** to the teeth or supporting structures which is suddenly and unexpectedly caused by an external impact. All treatment connected with the same **injury** will be taken from the benefit limit in force on the date of the **injury**.

What is covered	What is not covered
▼ Treatment following a dental injury that occurs whilst your policy is in force. This must start within 6 months of the date of the injury, and be completed within 24 months (six years for persons under 18)	Treatment needed as a result of a self-inflicted injury Treatment needed for a dental injury that occurred before your policy started
◆ Treatment for dental injuries sustained while participating in a contact sport as long as you were wearing appropriate mouth protection	Treatment needed following damage caused during the consumption of food (including foreign bodies contained within the food)
 Dentures are covered if you were wearing them at the time of the injury Prescription charges 	Dental injury resulting from an elective/ planned surgical procedure with or without the administration of general anaesthesia
♥ Prescription charges	General exclusions

Dentist call out fees

The necessity for a **dentist** in the **UK** to reopen their practice outside the practice's normal working hours.

What is covered	What is not covered
◆ The cost of dentist's call out fees in the event of a dental injury or emergency	8 General exclusions

Hospital cash benefit

neck condition

What is not covered A cash amount for each night you stay overnight in hospital under the care of a consultant specialising in dental or maxillofacial surgery in relation to a head or What is not covered The cost of the treatment carried out in a hospital, for example, wisdom tooth extractions General exclusions

Mouth cancer cover Mouth cancer is a malignant tumour which is characterised by the uncontrolled growth and spread of malignant cells and the invasion of tissue. Cover is only provided where the primary site is in the hard and/or soft palate, gland tissue (including accessory, salivary, lymph and other gland tissue) in the mucosal lining of the oral cavity but excluding the tonsils. What is covered What is not covered Charges for treatment of mouth cancer Mouth cancer diagnosed before or within 90 days of when **you** are first provided with • You are only covered for treatment mouth cancer cover by **us** or for which tests received within 18 calendar months of the or consultation began within those 90 days, date of diagnosis even if the diagnoses is not made until later • If you have been diagnosed with mouth No further benefits are payable in the event cancer **you** are covered for charges for of a re-occurrence of this same cancer, either consultations and tests at the same site or at a different location • You are only covered for treatment given Mouth cancer resulting from the chewing by a consultant who is recognised as a of tobacco products or betel nut, or from specialist in cancer treatment by the NHS prolonged alcohol abuse or the states of Guernsev and Jersev or your country of residence or treatment General exclusions provided by another medical practitioner under referral from a consultant

2. General exclusions

This policy does not cover:

- Any treatment that is assessed by our dentist as not clinically necessary
- Any treatment which is noted in your dental records or on a treatment plan, has been recommended by or discussed with a dentist, is known by you or is currently taking place at the date your cover starts (Please note if you have joined Denplan as part of your employers transfer from another provider we will not apply this exclusion.)
- Reimbursement for travelling expenses or telephone calls
- Any costs for dental procedures carried out as a result of a referral to a hospital, for example wisdom teeth extractions
- Dental consumables that are taken away from the dental practice, for example toothbrushes, floss, toothpicks and any other sundries
- If you have received dental treatment overseas, we will not reimburse for credit card fees, interest or commission fees incurred whilst overseas

3. Definitions

The words, which appear in this policy in bold, have specific meanings which are explained below:

Contact sport – any sport where it is common practice to wear mouth protection, for example rugby, lacrosse, hockey, boxing, wrestling, ice hockey.

Injury – An injury to the teeth or supporting structures which is caused suddenly and unexpectedly by an external impact.

Dentist – In the UK, a dental surgeon or dental care professional who is currently registered with the General Dental Council (GDC) carrying out the treatment which they are registered to perform. If the dental professional is outside the UK, a dental professional registered with the appropriate national regulatory authority.

Policy term – The period from the date your cover starts until the renewal date stated on your welcome letter, or, if shorter your cancellation date.

Restorative dental treatment – Clinically necessary dental treatment required to maintain the oral health of a patient in the opinion of your dentist. This may include treatment such as fillings, crowns, bridges and dentures.

United Kingdom (UK) – England, Wales, Scotland, Northern Ireland, Isle of Man and the Channel Islands.

We, us, our - Denplan Limited, registered number 1981238.

You, your - Any person covered by this policy.

4. Claims General

A. Making your claim

- i. Your claim must be notified to us either by using our online claim system or by posting a fully completed claim form. We will not accept claim forms notified to us by any other means and we cannot accept receipts that are not accompanied by a valid claim.
- ii. All claims should be made to us within 60 days of the treatment taking place if reasonably possible. The longer the time between the date of treatment and submitting your claim the more difficult it may be for us to validate it.
- iii. Your claim must be supported by proof that you have had the treatment - this should be in the form of a fully itemised receipt or statement of account from your dentist, detailing each treatment being claimed and the cost paid for that treatment.
- iv. If we are not able to validate your claim for any reason, for example your health professional no longer has access to your records, we may not be able to pay your claim
- All claims will be assessed against the benefits in force on the date that you had your treatment.
- B. If claims are received without all of the required information we will notify you and ask you to resubmit the claim to us once all information has been obtained.
- C. In all cases we reserve the right to recover any incurred costs as the result of a third party's involvement. In addition, if you have another dental insurance policy we reserve the right to only pay an appropriate apportionment of the claim.
- D. Claims will be paid into the UK bank account you specify when you make your claim. If no bank details are provided or we are unable to verify that the bank details supplied are valid, we will post a cheque payment to the policyholder at the UK address we have associated with the policy. Once we have made payment to a bank account, we will be unable to reissue a payment due to an error on your part.

- E. If **you** are claiming for treatment that has taken place outside the **UK**
 - please where possible supply a copy of your receipt in English or an English translation.
 - we will only make payments to a UK bank account or post cheques to a UK address.
 - iii. all foreign currency claims will be converted to pounds sterling using the currency converter at www.oanda.com based on the exchange rate in force on the date that treatment took place – no payments will be made for credit card fees, interest or commission fees incurred.
- F. There may be instances where we are uncertain about whether or not a claim is covered by the policy. If this is the case we may ask a dentist (or other medical specialist) to advise us about the medical facts relating to a claim, or to examine you in connection with the claim. If we do this, we will pay the costs involved. In choosing a relevant dentist or specialist we will take into account your personal circumstances. If you do not co-operate with any dentist or specialist chosen by us, we will not pay your claim.
- G. If we pay any costs for dental treatment which are not covered by the terms of this policy, the amount paid will count towards the annual maximum benefit available under the policy for that person. It does not mean that we will be liable to pay costs for that dental treatment in the future. If we pay a claim which is more than you are entitled to under the policy, we can recover the overpayment. We will ask you to repay the overpayment or deduct that amount from any other claim that you make.
- H. If you are claiming for multiple treatments on one claim and do not provide us with an itemised statement or confirmation of the individual costs of each treatment, we will conduct our own internal breakdown to assess your claim. This breakdown will be conducted based on our knowledge and experience of the costs of dental treatments.
- I. If you believe that we have incorrectly assessed your claim please contact us on 01962 828 007or by email to corporate@ denplan.co.uk If we have made an error we will send your claim for reassessment. If however, we did not have the full and correct information about your claim you will need to provide us with this before we can send your claim for reassessment.

5. Eligibility

You can only be covered under the terms and conditions of this policy, from the date **your** cover starts if:

- A. you permanently live in the UK
- B. you are entitled to enter the scheme in accordance with the eligibility rules defined by your employer; and
- premiums are paid on your behalf by your company.

Your insurance cover under this policy will end at the earliest of the following:

- A. the expiry of the policy term; or
- B. when **you** are no longer eligible to remain in the scheme according to the eligibility rules defined by **your** employer; or
- C. in the case of a company funded scheme, the last day of the month in which **your** employment ceases, unless **we** have agreed otherwise with **your** employer; or
- D. if your employer's group policy is cancelled; or
- E. you no longer live in the UK

6. Cancellation

The Financial Conduct Authority rules allow certain policyholders to cancel their policy and to have their premium returned. This will only apply to **you** if **you** are an unincorporated business (a sole trader or a partnership which is not a limited liability partnership) and **you** are purchasing cover for yourself as well as **your** employees.

If this applies to you, you have 14 days from receiving your welcome or renewal letter to change your mind and cancel your policy. If you cancel within this period, we will then return any premium paid for the policy as long as no claims have been made on the policy in relation to the period before cancellation.

If you are not an unincorporated business purchasing cover for yourself and your employees, we can only accept cancellation requests from your company administrator.

7. General

- A. Where applicable, family members and dependent children may also be included in the dental scheme on the same dental plan. Dependent children are those aged up to 21 (or 24 if in full time education).
- B. Non-payment of premiums will result in us suspending your benefits or cancelling the policy.
- C. The law of England and Wales will apply to this policy.
- D. All information and communications to **you** relating to this policy will be in English.
- E. You must provide an up to date mailing address.
- F. If you (or anyone acting on your behalf) make a claim under this policy or obtain cover knowing it to be false or fraudulent, we can refuse to make benefit payments for that claim and may cancel your policy with immediate effect. If we have already paid benefit we can recover that money from you. Where we have paid a claim which we later find is fraudulent (whether whole or in part) we will be able to recover those sums from you and/or take the appropriate legal action against you. If your policy forms part of an employer's scheme, we reserve the right to contact the administrator of the scheme to inform them of any fraudulent activity.

How is my personal data protected?

We will hold and use information relating to you. We call this information personal data. The main purpose which we hold and use personal data for is to enable **us** to provide insurance services to you in relation to this policy. Other purposes which we use personal data for are to identify, analyse and calculate insurance risks, to improve our services to you and our other customers, to comply with legal obligations which we are subject to, to protect our interests and for fraud detection and prevention. We may receive and share personal data with persons appointed by you or who provide a service to you, for example your healthcare providers (such as an insurance intermediary, or a hospital or specialist). We may provide personal data to persons appointed by us who assist us in relation to the services we provide to you, including companies operating outside the **United Kingdom** and to organisations responsible for fraud prevention.

Where we have your agreement we will use your personal data to provide you with offers of products and services from Simplyhealth. Where you have agreed we will share your personal data with other companies within the Simplyhealth Group and carefully selected third parties in order for them to provide you with offers of products and services.

We operate strict procedures to ensure that personal data is kept secure. You have the right to see your personal data which is held by us. There may be a charge if you want to do this. If you have any questions or concerns about the personal data we hold and how we use it please write to: The Data Protection Officer, Denplan Corporate, Denplan Court, Victoria Road, Winchester, SO23 7RG. Denplan records telephone calls for training and quality assurance purposes.

What regulatory protection do I have?

Denplan Limited is an appointed representative of Simplyhealth Access, which is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority (FCA) and the Prudential Regulation Authority (PRA). Financial services in the **UK** are regulated by both the PRA and FCA. Both regulators are committed to securing the appropriate degree of protection for consumers and promoting public understanding of the financial system. The PRA and FCA have set out rules which regulate the sale and administration of general insurance which Simplyhealth Access and Denplan Limited must follow when dealing with you. Simplyhealth Access' Financial Services Register number is 202183. You can check this on the Financial Services Register by visiting the Financial Conduct Authority's website www.register.fca.org.uk or by contacting the Financial Conduct Authority on 0800 111 6768.

The Financial Services Compensation Scheme (FSCS)

In the unlikely event that Simplyhealth Access becomes insolvent and is unable to pay the benefits under **your** group scheme, **you** may be entitled to claim compensation from the Financial Services Compensation Scheme (the FSCS). **You** will need to meet specific FSCS criteria depending on **your** particular circumstances. Further information about the operation of the scheme is available on the FSCS website: www.fscs.org.uk. To find out whether **you** would be eligible to claim under the scheme **you** should contact the FSCS on 0800 678 1100.

How to complain

It is always **our** intention to provide a first class standard of service. However, should **you** wish to raise any concern, complaint or recommendation **you** can do so in the following way:

 In the first instance, you should contact Customer Services on 01962 828 007 or write to:

Denplan Customer Service Manager

Denplan Corporate Denplan Court Victoria Road

Winchester SO23 7RG

Email: Corporate@denplan.co.uk

Please quote your personal policy or claim number. We will aim to provide a resolution to your complaint within 3 working days of receipt. If we are unable to provide a resolution to your complaint within this time, we will write to you to acknowledge your complaint. We will then continue to investigate your complaint and provide you with a final response within 8 weeks.

ii. If you are not satisfied with our response, or we have not replied to you within 8 weeks you have the right to refer your complaint to The Financial Ombudsman:

Financial Ombudsman Service

Exchange Tower

London

E14 9SR

mail.

complaint.info@financial-ombudsman.org.uk

The Financial Ombudsman Service will only consider **your** complaint if **you** have given **us** the opportunity to resolve the matter first.

This procedure will not prejudice **your** right to take legal proceedings. However, please note that there are some instances when the Financial Ombudsman Service cannot consider complaints.

If your policy forms part of an employer's scheme, we reserve the right to contact the administrator of the scheme to inform them of any concern, complaint or recommendation made by you.



How to contact us

You can log in to your online account at www.denplan.co.uk/employeeonline

You can also email us at corporate@denplan.co.uk or call 01962 828 007

Lines are open Monday to Thursday 08:00 to 17:30 and Friday 08:00 to 16:30

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