



## Request to Change/Suspend Dentist UIN

The Unique Identification Number (UIN) changes when a dentist becomes a certified specialist. The UIN is suspended when there is a change to license status. Use this form to request CDAnet to change a UIN due to a specialty registration, or to suspend the UIN due to a change in license status. Note:

- Only one form is required per UIN, even if the dentist is subscribed to CDAnet in multiple offices.
- Once the form is received, the new UIN will be registered, and confirmations will be sent to each of the offices the dentist is subscribed to for CDAnet.
- The new UIN is communicated to claims processors within one to three days. It then usually takes one week for the claims processors to update their records, but may take longer.
- Once updated, claims processors will only accept the new UIN. Ensure the new UIN is entered into the software at each of the offices the dentist transmits claims from.
- For a license suspension/revocation, the dentist will no longer be authorized for CDAnet and will not be able to transmit claims. When the license is reinstated, the dentist must re-subscribe to CDAnet.

### Dentist Information

Dentist Name: First \_\_\_\_\_ Last \_\_\_\_\_

Dentist UIN: \_\_\_\_\_

### Change UIN: Specialty Certification

Dentist is now a certified: \_\_\_\_\_ (indicate specialty)

CDAnet will verify specialty registration with provincial Registrar.

### Suspend/Reinstate UIN: Change in License Status

License is:  suspended/revoked  reinstated\*

Effective Date: DD \_\_\_\_\_ MM \_\_\_\_\_ YY \_\_\_\_\_

Re-instatement Date: DD \_\_\_\_\_ MM \_\_\_\_\_ YY \_\_\_\_\_

\*CDAnet will verify license re-instatement with provincial Registrar.

### Signature

I certify the information provided above is correct and request CDAnet to change my UIN and communicate that change to the claims processors and other CDAnet participants, as necessary.

\_\_\_\_\_  
Dentist Signature (no stamps) DD \_\_\_\_\_ MM \_\_\_\_\_ YY \_\_\_\_\_  
Date

**Complete the information requested above. Fax the completed form to CDAnet at 613-523-7070.**