<<today\_date\_mmmm\_ddyyyy>>

**Important Medica Information**

<Member Name>

<Address 1>

<Address 2>   
<City>**,** <State> <ZIP>

**It’s Time to Schedule an Appointment with Your Dentist**

Dear <Member Name>:

I tried to call you recently about your dental health care. Our records show that you are due to schedule an appointment with your dentist for a dental cleaning and exam. We can help you schedule an appointment with your dentist. If you do not have a dentist, we can help you find one.

Regular dental visits are important. They help prevent many dental problems and can also find problems early, when they are easier to treat. Medica encourages you to see a dentist at least once a year. A tip sheet on good oral health is enclosed with this letter for you to use as a guide for your dental care needs.

For help scheduling a dental visit or finding a dentist, please call Delta Dental Customer Service at 651-406-5919 or 1-800-459-8574 (toll free) from 7 a.m. to 7 p.m. CST*.* TTY: 711.

Please feel free to call me if you have questions or need more information about your dental benefit. I can also help you find a dentist, schedule a dental appointment, and assist you with planning transportation for covered services to and from the dentist. The telephone number you can call is <CC phone number> . TTY: 711.

Sincerely,

<Care Coordinator Name>, <Credentials>

<County/Care System/Agency name>

<CC phone number>

