



## Automatic Billing Frequently Asked Questions

### What is the difference between an autobill and recruited chapter?

*Automatic billing* is when ASDA dues are automatically paid for by the school, a third-party (such as a state society) or included as part of the student's tuition. Students at autobill chapters do not need to apply individually to ASDA. Instead, the remittance processor (which could be a person in the school's administration or a chapter representative) submits membership information and payment for the entire school at once.

*Recruited or optional* chapters require students to apply and pay their ASDA dues individually, either to a representative at their chapter, or via mail, fax or online at the ASDA website.

There are some chapters that do a combination of both. For example, Midwestern-Arizona pays ASDA dues for all of their first-year students, but the chapter recruits their second, third and fourth year students. Louisville funds \$70 for each student and the student pays the remaining dues. In Tennessee, the state society will cover dues for the first year if the student joins for all four years at orientation.

The biggest difference between autobill and recruited chapters is in the number of members. Since autobill chapters pay membership dues for all students, they typically have 100% membership in ASDA. Recruited chapters only include membership of those students who choose to join so membership is typically lower.

### What ASDA chapters have automatic billing in place?

For the 2012 membership year, 39 out of 61 chapters will have automatic enrollment of ASDA dues at their school. The chapters include: Alabama, Arizona, Baylor, Boston, Buffalo, Case Western, Colorado, Columbia, Creighton, Detroit Mercy, East Carolina, Georgia, Harvard, Houston, Howard, Illinois, Indiana, Iowa, Loma Linda, Los Angeles, Louisiana, Marquette, Maryland, Meharry, Mississippi, Missouri, New Jersey, New York, North Carolina, Oregon, Pacific, South Carolina, Southern California, Southern Illinois, Temple, Tufts, Virginia, West Virginia and Western.

### How do you establish an automatic billing process at your school?

The first step would be to discuss this with your dean and the office of student affairs. If you attend a state university, you may need approval from your state governing board to institute automatic billing.

Once you get approval from the dean (and the state board if necessary) to implement automatic billing, you should discuss the mechanism for invoicing the students for ASDA membership. Some schools include ASDA membership dues as an activity fee on

their tuition bill. Other schools send out a separate invoice for ASDA dues, which gives students the choice to opt-out if they choose to not join ASDA. If you decide to send a separate invoice, you will need to decide if you are going to send these annually or if you will send to incoming freshman only so that students join for all 4 years of dental school.

### **How does the remittance process work for automatic billing?**

The remittance process is the process for submitting membership information and payment for your chapter's dues to the ASDA central office. Each chapter has a remit processor or a person in charge of handling the remittance process. This can be either a person in the dean's office or office of student affairs, or it can be a student leader at the chapter.

Each year, the remit processor is sent detailed instructions for submitting the membership information to ASDA's central office. ASDA has an online system to make it easy to send this information. Once the remit processor completes the process online of verifying their members, they send in one payment for all of their members to the ASDA central office via a check or credit card.

### **What are the benefits of automatic billing?**

One of the benefits of automatic billing is that the process is very streamlined. Rather than having to track membership and payment of the individual students at your school, you will have one central record through the online remittance system.

Another benefit is that you will not have to spend your time recruiting members for your chapter since typically automatic chapters have 100% membership. Therefore, you can spend your time building and strengthening your ASDA chapter by planning meetings, educational programs, fundraising events, social activities and community service events.

By involving all of the students at your school in ASDA, you are providing them an early introduction to organized dentistry, which will benefit them throughout dental school and their career in dentistry.

Lastly, the strength of ASDA at both the national and local levels lies in our numbers. ASDA serves as *the* voice for dental student issues in organized dentistry. The larger our membership, the stronger our voice and concerns are heard, whether it be at the ADA House of Delegates, the state societies, or in Congress.

### **How can I get additional information on automatic billing?**

Contact Danielle Bauer, chapter relations manager, at the ASDA central office at [Danielle@ASDAnet.org](mailto:Danielle@ASDAnet.org) or (800) 621-8099, ext. 2826.