

		Reimbursement Policy
Subject: Requirements for Documentation of Proof of Timely Filing		
Effective Date: 09/28/17	Committee Approval Obtained: 09/28/17	Section: Administration
<p>***** The most current version of our reimbursement policies can be found on our provider website. If you are using a printed version of this policy, please verify the information by going to https://providers.amerigroup.com/DC. *****</p> <p>These policies serve as a guide to assist you in accurate claim submissions and to outline the basis for reimbursement by Amerigroup District of Columbia, Inc. if the service is covered by a member's Amerigroup benefit plan. The determination that a service, procedure, item, etc. is covered under a member's benefit plan is not a determination that you will be reimbursed. Services must meet authorization and medical necessity guide lines appropriate to the procedure and diagnosis as well as to the member's District of residence. You must follow proper billing and submission guidelines. You are required to use industry standard, compliant codes on all claim submissions. Services should be billed with CPT codes, HCPCS codes and/or revenue codes. The codes denote the services and/or procedures performed. The billed code(s) are required to be fully supported in the medical record and/or office notes. Unless otherwise noted within the policy, our policies apply to both participating and nonparticipating providers and facilities.</p> <p>If appropriate coding/billing guidelines or current reimbursement policies are not followed, Amerigroup may:</p> <ul style="list-style-type: none"> • Reject or deny the claim. • Recover and/or recoup claim payment. <p>Amerigroup reimbursement policies are developed based on nationally accepted industry standards and coding principles. These policies may be superseded by mandates in provider, District, federal or CMS contracts and/or requirements. System logic or setup may prevent the loading of policies into the claims platforms in the same manner as described; however, Amerigroup strives to minimize these variations.</p> <p>Amerigroup reserves the right to review and revise our policies periodically when necessary. When there is an update, we will publish the most current policy to this site.</p>		
Policy	<p>Amerigroup will reconsider reimbursement of a claim that is denied for failure to meet timely filing requirement unless provider, District, federal or CMS contracts and/or requirements indicate otherwise when a provider can:</p> <ul style="list-style-type: none"> • Provide a date of claim receipt compliant with applicable timely filing requirements. • Demonstrate good cause exists. <p>Documentation of Claim Receipt The following information will be considered proof that the claim was</p>	

received timely. If the claim is submitted:

- By United States mail: first class; return receipt requested or by overnight delivery service; the provider must provide a copy of the claim log that identifies each claim included in the submission
- Electronically: the provider must provide the clearinghouse assigned receipt date from the reconciliation reports
- By fax: the provider must provide proof of facsimile transmission
- By hand delivery: the provider must provide a claim log that identifies each claim included in the delivery and a copy of the signed receipt acknowledging the hand delivery

The claims log maintained by providers must include the following information:

- Name of claimant
- Address of claimant
- Telephone number of claimant
- Claimant's federal tax identification number
- Name of addressee
- Name of carrier
- Designated address
- Date of mailing or hand delivery
- Subscriber name
- Subscriber ID number
- Patient name
- Date(s) of service/occurrence, total charge and delivery method

Good Cause

Good cause may be established by the following:

- If the claim includes an explanation for the delay (or other evidence that establishes the reason), Amerigroup will determine good cause based primarily on that statement or evidence.
- If the evidence leads to doubt about the validity of the statement, Amerigroup will contact the provider for clarification or additional information necessary to make a good cause determination.

Good cause may be found when a physician or supplier claim filing delay was due to:

- Administrative error (incorrect or incomplete information furnished by official sources to the physician or supplier).
- Retroactive enrollment (member subsequently received notification of enrollment effective retroactively to or before the date of service).
- Incorrect information furnished by the member to the physician or supplier resulting in erroneous filing with another health insurance plan or with the state.

	<ul style="list-style-type: none"> • Unavoidable delay in securing required supporting claim documentation or evidence from one or more third parties despite reasonable efforts by the physician/supplier to secure such documentation or evidence. • Unusual, unavoidable or other circumstances beyond the service provider's control that demonstrates the physician or supplier could not reasonably be expected to have been aware of the need to file timely. • Destruction or other damage of the physician's or supplier's records unless such destruction or other damage was caused by the physician's or supplier's willful act of negligence.
History	<ul style="list-style-type: none"> • Biennial review approved and effective 09/28/17: Policy language updated: Policy template updated • Initial review approved 07/19/17 and effective 10/01/17
References and Research Materials	<p>This policy has been developed through consideration of the following:</p> <ul style="list-style-type: none"> • CMS • DC Department of Health Care Finance policies • Amerigroup contract with the DC Department of Health Care Finance
Definitions	<ul style="list-style-type: none"> ▪ General Reimbursement Policy Definitions
Related Policies	<ul style="list-style-type: none"> • Claims Timely Filing
Related Materials	<ul style="list-style-type: none"> • Acknowledgement of Receipt and Received Date for EDI Submission