



Reimbursement Policy

Subject: Claims Timely Filing

Effective Date:
05/04/18

Committee Approval Obtained:
08/07/20

Section:
Administration

*****The most current version of the 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/GA>. *****

These policies serve as a guide to assist you in accurate claim submissions and to outline the basis for reimbursement if the service is covered by a member’s Amerigroup Community Care 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 guidelines appropriate to the procedure and diagnosis as well as to the member’s state 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.

If appropriate coding/billing guidelines or current reimbursement policies are not followed, Amerigroup may:

- Reject or deny the claim.
- Recover and/or recoup claim payment.

Amerigroup reimbursement policies are developed based on nationally accepted industry standards and coding principles. These policies may be superseded by mandates in provider, state, federal or CMS contracts and/or requirements.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.

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.

Policy

The initial claim must be received and accepted in compliance with federal and/or state mandates regarding claims timely filing requirements (Exhibit A) to be considered for reimbursement. In the absence of such mandates, Amerigroup follows the timely filing standard of six months following the month in which services were

	<p>rendered for participating and nonparticipating providers and facilities.</p> <p>Timely filing is determined by subtracting the date of service from the date Amerigroup receives the claim and comparing the number of days to the applicable federal or state mandate. If there is no applicable federal or state mandate, then the number of days is compared to the Amerigroup standard. If services are rendered on consecutive days, such as for a hospital confinement, the limit will be counted from the last day of service. Limits are based on calendar days unless otherwise specified. If the member has other health insurance that is primary, then timely filing is counted from the date of the Explanation of Payment of the other carrier.</p> <p>Claims filed beyond federal, state-mandated or Amerigroup standard timely filing limits will be denied as outside the timely filing limit. Services denied for failure to meet timely filing requirements are not subject to reimbursement unless the provider presents documentation proving a clean claim was filed within the applicable filing limit.</p> <p>Amerigroup reserves the right to waive timely filing requirements on a temporary basis following documented natural disasters or under applicable state guidance.</p>
<p>History</p>	<ul style="list-style-type: none"> • Biennial review approved and effective 08/07/20: Updated Georgia from 180 days to 6 months; Exhibit A removed • Review approved 08/16/19: Policy template updated • Biennial review approved and effective 05/04/18 • Review approved 06/05/17: Exhibit A updated • Review approved 04/03/17: Policy template updated • Biennial review approved 08/01/16: Policy template updated; • Review approved and effective 11/04/15: Policy title updated; corrected claims policy language removed; Georgia, Exhibit A updated • Review approved 08/24/15 • Effective 02/03/15: Exhibit A updated; exemptions for Georgia, • Biennial review approved 06/09/14: Paper and electronic corrected claims language updated • Effective 04/14/14: Exhibit A updated • Review approved and effective 07/01/13: Exhibit A updated, disclaimer updated • Review approved and effective 05/11/12

	<ul style="list-style-type: none"> • Biennial review approved 11/07/11 and effective 06/16/10: Background and policy template updated; Georgia requirements updated in Exhibit A • Update due to regulatory directive: <ul style="list-style-type: none"> ○ 06/16/10: Background section/policy template updated • Review approved and effective 12/15/08: OHI information clarified; timely filing waiver/Georgia corrected claim exemptions added; contracting/appeals process exemptions removed; Market Timely Filing Requirements updated • Update due to regulatory directive: <ul style="list-style-type: none"> ○ 07/28/08: Updated Market Timely Filing Requirements exhibit for Georgia Families per Chapter 200 of the Medicaid Policy & Procedure Manual • Initial policy approval effective 08/09/06
References and Research Materials	<p>This policy has been developed through consideration of the following:</p> <ul style="list-style-type: none"> • CMS • State Medicaid • Amerigroup state contracts
Definitions	<ul style="list-style-type: none"> • General Reimbursement Policy Definitions
Related Policies	<ul style="list-style-type: none"> • Corrected Claims • Reimbursement for Eligible Billed Charges • Requirements for Documentation of Proof of Timely Filing
Related Materials	<ul style="list-style-type: none"> • EDI Claims Companion Guide for Professional Services