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Section 4 - Timely Filing**SECTION 4 - TIMELY FILING****4.1 TIME LIMIT FOR ORIGINAL CLAIM FILING****4.1.A MO HEALTHNET CLAIMS**

Claims from participating providers who request MO HealthNet reimbursement *must* be filed by the provider and *must* be received by the state agency within 12 months from the date of service. The counting of the 12-month time limit begins with the date of service and ends with the date of receipt. Refer to Section 4.5, Definitions, for a detailed explanation of terms.

**4.1.B MEDICARE/MO HEALTHNET CLAIMS**

Claims that initially have been filed with Medicare within the Medicare timely filing requirement and that require separate filing of a claim with the MO HealthNet Division, (MHD) meet the timely filing requirement by being submitted by the provider and received by the state agency within 12 months from the date of service or 6 months from the date on Medicare's provider notice of the allowed claim, whichever is later. Claims denied by Medicare *must* be filed by the provider and received by the state agency within 12 months from the date of service. The counting of the 12-month time limit begins with the date of service and ends with the date of receipt. The counting of the 6-month period begins with the date of adjudication of Medicare payment and ends with the date of receipt.

Refer to Section 16 for billing instructions of Medicare/MO HealthNet (crossover) claims.

**4.1.C MO HEALTHNET CLAIMS WITH THIRD PARTY LIABILITY**

Claims for participants who have other insurance *must* first be submitted to the insurance company in most instances. Refer to Section 5 for exceptions to this rule. However, the claim *must* still meet the MO HealthNet timely filing guidelines outlined above. (Claim disposition by the insurance company after 1 year from the date of service does *not* serve to extend the filing requirement.) If the provider has *not* had a response from the insurance company prior to the 12-month filing limit, they should contact the Third Party Liability (TPL) Unit at (573) 751-2005 for billing instructions. It is recommended that providers wait *no* longer than 6 months after the date of service before contacting the TPL Unit. If the MO HealthNet Division waives the requirement that the third-party resource's adjudication *must* be attached to the claim, documentation indicating the third-party resource's adjudication of the claim *must* be kept in the provider's records and made available to the division at its request. The claim *must* meet the MO HealthNet timely filing requirement by being filed by the provider and received by the state agency within 12 months from the date of service.



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The 12 month initial filing rule may be extended if a third-party payer, after making a payment to a provider, being satisfied that the payment is correct, later reverses the payment determination, sometime after the 12 months from the date of service has elapsed, and requests the provider return the payment. Because a third-party resource was clearly available to cover the full amount of liability, and this was known to the provider, the provider may *not* have initially filed a claim with the MO HealthNet Division. Under this set of circumstances, the provider may file a claim with the MO HealthNet Division later than 12 months from the date of service. The provider *must* submit this type of claim to the Third Party Liability Unit at P.O. Box 6500, Jefferson City, MO 65102-6500 for special handling. The MO HealthNet Division may accept and pay this specific type of claim without regard to the 12 month timely filing rule; however, all claims *must* be filed for MO HealthNet reimbursement within 24 months from the date of service in order to be paid.

### **4.2 TIME LIMIT FOR RESUBMISSION OF A CLAIM**

Claims that originally were submitted and received within 12 months from the date of service and that were denied or returned to the provider *must* be resubmitted and received within 24 months of the date of service.

#### **4.2.A CLAIMS FILED AND DENIED**

A copy of a Remittance Advice *must* be attached to a claim that was previously denied and is being resubmitted more than 12 months after the date of service. The Remittance Advice indicate that the claim had originally been filed timely. The Julian date within the internal control number (ICN) on the attached Remittance Advice and on the claim is the determinant for timely filing.

Providers may enter the ICN number of the denied claim that was filed timely instead of attaching a copy of the Remittance Advice for the following claim types:

CMS-1500—enter the ICN in Field #22

UB-04—enter the ICN in Field #64

Dental Claim—enter the ICN in Remarks Field #35

Pharmacy Claim—enter the ICN in Remarks Field #19

#### **4.2.B CLAIMS FILED AND RETURNED TO PROVIDER**

Some claims received by the fiscal agent *cannot* be processed because the wrong claim form is submitted or additional data is required. These claims are *not* processed through the system but are returned to the provider with a Return to Provider letter. When these claims are resubmitted more than 12 months after the date of service (and had been filed timely), a copy



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of the Return to Provider letter should be attached instead of the required Remittance Advice to document timely filing as explained in the previous paragraph. The date on the letter determines timely filing.

### **4.2.C SECOND RESUBMISSIONS**

Claims may be resubmitted more than once. A resubmission filed beyond the 12-month filing limit *must* either include an attachment, a Remittance Advice or Return to Provider letter, or the claim *must* have the original ICN entered in the appropriate field (reference Section 4.2.A). Either the attachment or the ICN *must* indicate the claim had originally been filed within 12 months of the date of service. The same Remittance Advice, letter or ICN can be used for each resubmission of that claim.

### **4.3 CLAIMS NOT FILED WITHIN THE TIME LIMIT**

In accordance with 13 CSR 70-3.100, claims that are *not* submitted in a timely manner as described in this section are denied. However, at any time in accordance with a court order, the MO HealthNet Division (MHD) may make payments to carry out a hearing decision, corrective action or court order to others in the same situation as those directly affected by it. MHD *may* make payment if a claim was denied due to state agency error or delay, as determined by the state agency. In order for payment to be made, the MHD *must* be informed of any claims denied due to MHD error or delay within 6 months from the date of the remittance advice on which the error occurred; or within 6 months of the date of completion or determination in the case of a delay; or 12 months from the date of service, whichever is longer.

### **4.4 TIME LIMIT FOR FILING AN INDIVIDUAL ADJUSTMENT REQUEST FORM**

Adjustments to MO HealthNet payments are only accepted if filed within 24 months from the date of the Remittance Advice on which payment was made. If the processing of an adjustment necessitates filing a new claim, the timely limits for resubmitting the new, corrected claim is limited to 90 days from the date of the remittance advice indicating recoupment, or 12 months from the date of service, whichever is longer. Only adjustments that are the result of lawsuits or settlements are accepted beyond 24 months.

When overpayments are discovered, it is always the provider's responsibility to notify the state agency. When Individual Adjustment Request forms for overpayments are submitted 24 months after the date of the Remittance Advice on which payment was made, the provider is notified by letter that a recoupment will be made by deducting the amount of the overpayment from the next check written to him or her.



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Occasionally the claims-processing system is *not* able to process an Individual Adjustment Request form in the usual manner. In that situation, the provider is informed by letter that a recoupment of the paid claim will be made and that a new, corrected claim *must* be resubmitted. The timely filing limit for resubmitting the new, corrected claim is *no* more than 90 days from the date of the Remittance Advice indicating the recoupment or 12 months from the date of service, whichever is longer. A copy of the Remittance Advice indicating the recoupment *must* be attached to the new claim.

### 4.5 DEFINITIONS

**Claim:** Each individual line item of service on a claim form for which a charge is billed by a provider for all claim form types except inpatient hospital. An inpatient hospital service claim includes all the billed charges contained on one inpatient claim document.

**Date of Service:** The date that serves as the beginning point for determining the timely filing limit. For such items as dentures, hearing aids, eyeglasses, and items of durable medical equipment such as an artificial larynx, braces, hospital beds, or wheelchairs, the date of service is the date of delivery or placement of the device or item. It applies to the various claim types as follows:

**Nursing Homes:** The last date of service for the billing period indicated on the participant's detail record. Nursing Homes *must* bill electronically, unless attachments are required.

**Pharmacy:** The date dispensed for each line item for each individual participant listed on the paper claim form, or on electronically submitted claims through point of service (POS) or the Internet.

**Outpatient Hospital:** The ending date of service for each individual line item on the claim form.

**Professional Services:** The ending date of service for each individual line item on the claim form.

**Dental:** The date service was performed for each individual line item on the claim form.

**Inpatient Hospital:** The through date of service in the area indicating the period of service.

**Date of Receipt:** The date the claim is received by the fiscal agent. For a claim that is processed, this date appears as the Julian date in the internal control number (ICN). For a claim that is returned to the provider, this date appears on the Return to Provider letter.

**Date of Adjudication:** The date that appears on the Remittance Advice indicating the determination of the claim.

**Internal Control Number (ICN):** The 13-digit number printed by the fiscal agent on each document that processes through the claims processing system. The first two digits indicate the type



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of claim. The year of receipt is indicated by the 3rd and 4th digits, and the Julian date appears as the 5th, 6th, and 7th digits. For example, in the number 409516652006, “40” is a tape claim, “95” is the year 1995, and “166” is the Julian date for June 15.

**Julian Date:** The number of a day of the year when the days of the year are numbered consecutively from 001 (January 1) to 365 (December 31) or 366 in a leap year. For example, in 1992, a leap year, June 15 is the 167th day of that year; thus, 167 is the Julian date for June 15, 1992.

**Date of Payment/Denials:** The date on the Remittance Advice at the top center of each page under the words “Remittance Advice.”

**Twelve-Month Time Limit Unit:** 366 days.

**Six-Month Time Limit:** 181 days.

**Twenty-four-Month Time Limit:** 731 days.

END OF SECTION

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