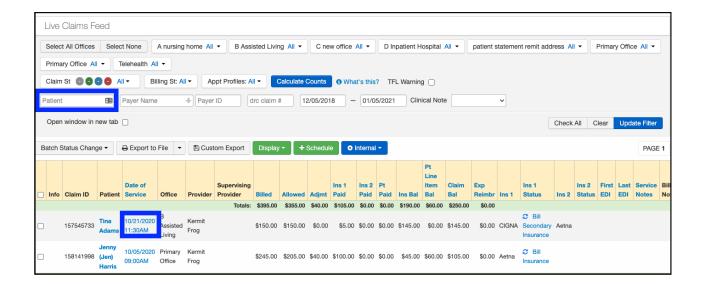
How do I submit proof of timely filing to insurance?

09/16/2024 12:08 pm EDT

If your claim is denied for timely filing, you can appeal the claim with the proof of timely filing if it was filed within the payer's established guidelines.

- 1. Hover over the Billing tab and select Live Claims Feed.
- 2. Filter by the patient name or Chart ID and then click on the visit date. This will direct you to the **Billing Detail** screen.



3. If you scroll down under the CPT/HCPCS codes, you will find the **Log** section. Listed in this log will be the date/time/user of when the claim was set to the **Bill Insurance** status. The claim would have been sent on that date to the payer. This is your proof that the claim was submitted within the payer's timely filing limit.

You can also include the date/time of the "payer acknowledged" status. That status comes directly from a 277 file sent by the payer acknowledging receipt of the claim.



4. Click on **Print Screen** at the top right corner to print the entire screen, including the log. This can be submitted with your appeal.

| View Service + EOB | II | HCFA/1500 HCFA/1500 (text | ⊕ Print Screen |
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