

How do I submit proof of timely filing to insurance?

07/24/2024 4:25 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**.

The screenshot shows a navigation menu with a 'Billing' tab highlighted in black. Below the tab, a list of options is displayed. The 'Live Claims Feed' option is highlighted with a blue background, indicating it is the selected item. Other options include Billing Summary, Patient Payments, Day Sheet, Transactions, Remittance Reports, Unmatched ERAs, Insurance Credit Card Payments, Accounts Receivable, Patient Statements, Product/Procedure, Patient Balance Ledger, Fee Schedule, Underpaid Items, Adjustment Master, Sales Tax, and Billing Log.

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.

The screenshot displays the 'Live Claims Feed' interface. At the top, there are various filters for offices, claim status, and dates. A 'Patient' dropdown menu is highlighted with a blue box, and the text 'Patient' is also highlighted. Below the filters, there are buttons for 'Batch Status Change', 'Export to File', 'Custom Export', 'Display', 'Schedule', and 'Internal'. The main part of the interface is a table with columns for 'Info', 'Claim ID', 'Patient', 'Date of Service', 'Office', 'Provider', 'Supervising Provider', 'Billed', 'Allowed', 'Adjmt', 'Ins 1 Paid', 'Ins 2 Paid', 'Pt Paid', 'Ins Bal', 'Pt Line Item Bal', 'Claim Bal', 'Exp Reimbr', 'Ins 1 Status', 'Ins 2 Status', 'First EDI', 'Last EDI', 'Service Notes', and 'Bill Not'. The table contains three rows of data, with the first row highlighted in green. The date '10/21/2020 11:30AM' in the first row is highlighted with a blue box.

Info	Claim ID	Patient	Date of Service	Office	Provider	Supervising Provider	Billed	Allowed	Adjmt	Ins 1 Paid	Ins 2 Paid	Pt Paid	Ins Bal	Pt Line Item Bal	Claim Bal	Exp Reimbr	Ins 1 Status	Ins 2 Status	First EDI	Last EDI	Service Notes	Bill Not
			Totals: \$395.00 \$355.00 \$40.00 \$105.00 \$0.00 \$0.00 \$190.00 \$60.00 \$250.00 \$0.00																			
<input type="checkbox"/>	157545733	Tina Adams	10/21/2020 11:30AM	Assisted Living	Kermit Frog		\$150.00	\$150.00	\$0.00	\$5.00	\$0.00	\$0.00	\$145.00	\$0.00	\$145.00	\$0.00	CIGNA	Secondary Insurance			Aetna	
<input type="checkbox"/>	158141998	Jenny (Jen) Harris	10/05/2020 09:00AM	Primary Office	Kermit Frog		\$245.00	\$205.00	\$40.00	\$100.00	\$0.00	\$0.00	\$45.00	\$60.00	\$105.00	\$0.00	Aetna	Insurance				

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.

Logs

Date	User	Description
07/06/2016	Fabian Newman	Delete line item [BillingLineItem 26881816] type:CPT code:29876 qty:1.00 price:1000.00 modifiers:"", "", "", "" pointers:"1", "0", "0", "0"
07/06/2016	Fabian Newman	Billing status changed from "" to "Bill Insurance"
07/06/2016	Fabian Newman	Added line item: Code: 29876; Modifiers: None. Modified line item: Code: 78675; Modifiers: None.
07/06/2016	Fabian Newman	Auto apply \$30.00 to item 99213
07/06/2016	Fabian Newman	ICD10 DX changed from C44.611, E11.319 to C44.611, E11.319, C44.601, C44.692, C4A.62
07/06/2016	Fabian Newman	Added line item: Code: 99213; Modifiers: None. Added line item: Code: C9254; Modifiers: None. Added NDC code 00003-2230-11. Added line item: Code: 78675; Modifiers: None.
07/06/2016	Fabian Newman	ICD10 DX changed from blank to C44.611, E11.319

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	SuperBill	Clinical Note	Clone	HCFA/1500	HCFA/1500 (text)	Print Screen
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