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**.

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.

Logs

Date	User	Description
07/06/2016	Fabian Newman	Delete line item [BillingLineItem 26881818] 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