

**Children's Special Health Care Services
Integrated Operational Services
Policy & Procedure Manual**

**Revised Claim Policy -
Policy #D-4**


Kimberly Minniear, CSHCS Director

Date: 2/21/11

Title: Claim Filing Limit Time Period

Revision Effective Date: January, 2011
Effective Date: January 1, 2005

Purpose: To specify the time period allowed for filing a claim for payment consideration of health care services, after they have been provided to a participant in the Children's Special Health Care Services (CSHCS) program, or for filing a claim for reimbursement for travel of a participant to a Health Care Provider.

Rule References: None

Policy: Claims for payment of health care services, or for receiving reimbursement for a participant traveling to a Health Care Provider, must be submitted to the Indiana State Department of Health's (ISDH) CSHCS program within one (1) year of the health care services being rendered or the travel occurring. Claims must be submitted upon the appropriate approved paper claim form or using Electronic Data Interchange (EDI) transactions.

The claim filing limit will be determined in the following manner in these situations:

1. If an explanation of benefits is attached to the claim from a primary payer, the limit for claim filing will be one (1) year from the date on the explanation of benefits.
2. If the claim was previously filed with CSHCS, we will allow one (1) year from the processing date of the last time the claim was filed.

3. In the case of retroactive participant eligibility, the limit for claim filing will be one (1) year from the CSHCS state action date.
4. In the case of retroactive authorization, we can go back one (1) year from the date of the authorization.
5. The filing limit may be waived if there is appropriate documentation, as determined by the claims supervisor, outlining any extenuating circumstances related to the claim.

All appeals must be submitted in writing with any supporting documentation, along with specific information as to the reason the filing limit should be waived.

Reference: Approved Claim Forms/Media Policy