

HOW-TO GUIDE

Submitting Bills by CHR Greater than 90 Days / 1 Year Old

For any bills that have not yet been submitted to Medicare that are greater than 90 days old, you will need to follow the directions indicated below. Please note that prior to submitting the bill to Medicare, you will first need to obtain approval from Medical Affairs.

How to Submit Bills Greater Than 90 Days Old

1. Please use the standard bill creation methodology.
2. Ensure that bill is left in 'DRAFT' format.
3. Prior to submitting any bill that is greater than 90 days, you will need to complete and submit the **Request for Submission of Late Billings** form to Medical Affairs. This form is available on CHR.
4. Once you have received approval from Medical Affairs, please re-visit the original bill.
5. Click "Edit Comment" and indicate 'Late Claims Approved by Medical Affairs'.
6. Ensure that the bill status has been switched to "Ready to Submit" format and click "Save"

How to Submit Bills Greater than One (1) Year Old

1. Please use the standard bill creation methodology.
2. Ensure that the bill is left in 'DRAFT' format.
3. Prior to submitting any bill that is greater than 90 days, you will need to complete and submit the **Request for Submission of Late Billings** form to Medical Affairs. This form is available on CHR.
4. Once you have received approval from Medical Affairs, please re-visit the original bill.
5. Click "Edit Comment" and indicate 'Late Claims Approved by Medical Affairs'.
6. Click "Override Rules".
7. Click "Save".
8. Re-open the bill and change the status to "Ready to Submit" format and click "Save".