



## Provider Timely Filing Review Form

As an in-network provider, you are required to submit claims within 180 calendar days of the date of service. All claims submitted after this period may be denied as untimely. If you submit adequate evidence of your attempts to bill the claim in a timely manner, Evergreen Health will process your claim as timely.

In addition to this form, you must submit a copy of the untimely claim on a UB-04 or CMS-1500 claim form. You must also submit documentation that demonstrates proof of timely filing.

The following documentation is generally considered sufficient to demonstrate proof of timely filing:

- The clearinghouse acceptance report that indicates the claim was submitted and successfully accepted using Payer ID # 93240.
- Proof that the paper claim was received via Certified Mail or other courier delivery service.
- Remittance advice regarding another carrier’s retraction of payment.

Please note that printouts from your billing systems are generally not acceptable proof of timely filing.

Please note that this form should only be used if Evergreen Health has not yet processed your claim. If you submitted a claim with proof of timely filing and have received a claims denial, please use the [Claims Reconsideration](#) form. If you have already received a claim denial and wish to include new or additional proof of timely filing, please use the [Claim Appeal](#) form.

### Required Timely Filing Review Information

Today’s Date: \_\_\_/\_\_\_/\_\_\_

Provider Name: \_\_\_\_\_

Member Name: \_\_\_\_\_

Member ID: \_\_\_\_\_

Date of Service: \_\_\_/\_\_\_/\_\_\_

Contact Name: \_\_\_\_\_ Tel. Number: \_\_\_\_\_

### Mail or Fax all Information to:

Submit this Form to Attention:

**Evergreen Health**  
**Attn: Timely Filing Review**  
3000 Falls Rd. Ste. 400  
Baltimore, MD 21211  
**Fax:** 888.975.1538  
**Email:** providers@evergreenmd.org

To avoid delays in processing your claim submission:

- You must include a copy of the untimely claim
- Please include supporting documentation to substantiate attempts to timely submit this claim.
- Please submit a separate form for each untimely claim.