

Claims Submission Schedule

In order to ensure timely submission of claims, the County has developed a general claims submission schedule. The County encourages CCPs to submit claims to the County multiple times per month. CCPs vary in the number of programs they have, how many clients they serve, and how many services they provide. In order to allow sufficient time for review of claims, receipt of 835s, and correction and resubmission of any denied claims, sending claims weekly is optimal.

The tables below show the latest date by which CCPs should submit claims for the month prior. However, if CCPs wait until the 10th of the month to submit all claims from the month prior, there might not be time for all teams involved to fix denials and resubmit by the 14th. Submitting services multiple times a month would reduce the likelihood of claims not being included in the County's submissions to the State by the dates outlined below.

SUTS Claim Submission

Submission Task	Responsible Party	Due Date
Submit Services	CCP	10 th Calendar day of the Month
Review Claims/ Close 1st Round of Batches*	Claims Team	By the 14 th of the Month
Correct Claims	CCP	By the 14 th of the Month
Round 1 Submission	PBS	15 th day of the Month
Submit Additional Service & Corrections	CCP	By the 21st of the Month**
Review Claims/ Close 2nd Round of Batches*	Claims Team	21st day of the Month
Round 2 Submission	PBS	22 nd day of the Month

*For CCPs who have automation of batches turned on, Claims Team does not review before batches are closed.

**If CCPs do not correct claims by due date, claims would be included in the following month's cycle.

SUTS Initial Claims: must be submitted within **305 days** from DOS.

SUTS Replacement Claims: must be submitted within **400 days** from DOS.

MH Claim Submission

Submission Task	Responsible Party	Due Date
Submit Services	CCP	10 th Calendar day of the Month
Review Claims/Close Batches*	Claims Team	By the 14 th of the Month
Correct Claims	CCP	By the 14th of the Month**
Submission – Originals/Retro	PBS	15 th day of the Month
Submission – Rebills	PBS	After Originals/Retro

*For CCPs who have automation of batches turned on, Claims Team does not review before batches are closed.

**If CCPs do not correct claims by due date, claims would be included in the following month's cycle.

MH Initial Claims: must be submitted within **305 days** from DOS.

MH Replacement Claims: must be submitted within **400 days** from DOS.