Any documentation completed or amendments made beyond 30 days from the date of service may not be used for UWP billing purposes. This procedure applies to all professional billing for UWP regardless of the location of the service. Separate UW Medicine or entity policies/bylaws establish the time within which providers are required to complete documentation. This procedure establishes billing requirements to follow in the event that a provider does not meet the documentation timeline requirements applicable to the service to be billed.

**Definitions**
1. Healthcare Professionals – An individual who is authorized to provide clinical services to patients and to bill through UWP. Healthcare Professionals include physicians and other qualified healthcare professionals.

**UWP exceptions to the 30 day limit rule:**
1. A date of service correction may be used for billing purposes without time restriction.
2. The addition of a missing provider’s signature may be used for billing purposes without time restriction if the provider created the documentation him/herself.
3. Codes embedded in clinical documentation (CPT, ICD-10-CM, and HCPCS) may be amended at any time in order to more appropriately reflect the services reported based on the existing clinical documentation.
4. A Healthcare Professional may clarify or correct the name of the practitioner whose documentation they are linking to at any time.
5. The UWP Compliance Officer has the discretion to determine in individual cases that circumstances justify billing for a service even when documentation is not completed within 30 days from the date of service.

**Procedure**
1. To request an exception, the UWP Healthcare Professional must submit a Billing Exception Request Form to UWP Compliance (see attached).

**Attachments**
Billing Exception Request Process
Billing Exception Request Form