

UWP Timely Documentation for Billing Purposes Exceptions: STANDARD OPERATING PROCEDURES	
Guidance to COMP.203 Timely Documentation for Billing Purposes	
Created On: August 11, 2020	Revision Dates: 9/9/2020, 12/7/2022, 10/01/25
Approved By: Hunter Wessells, MD, UWP President	
Erica Floyd UWP Executive Director	Terri Prehn (Interim) UWP Compliance Officer

This procedure applies to all UWP professional fee billing and establishes the timeline for clinical documentation that may be used to support billing as well as the requirements to follow if the documentation timeline is not met. Documentation completed or amendments made beyond 30 days from the date of service may not be used for UWP professional billing purposes, regardless of the location of service. There are separate applicable UW Medicine and external entity policies/bylaws which also establish the timeframe for clinical documentation completion.

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.

Procedure

1. The UWP Compliance Officer has the discretion to determine if circumstances justify billing for a service when documentation is not completed within 30 days from the date of service. An exception request must be submitted by the department and will be reviewed on an individual basis.
 - a. To request an exception, the UWP Healthcare Professional must submit a Billing Exception Request Form to UWP Compliance (see attached).
2. **UWP exceptions to the 30-day limit rule:** An Exception Request is not required for information documented beyond the 30-day timeline in the following circumstances:
 - a. A date of service correction may be used for billing purposes without time restriction.
 - b. The addition of a missing provider’s signature may be used for billing purposes without time restriction if the provider personally documented the service within 30 days.
 - c. Codes embedded in clinical documentation (CPT, ICD-10-CM, and HCPCS) may be amended to reflect the service(s) provided for that date of service based on the existing clinical documentation.
 - d. A Healthcare Professional may clarify or correct the name of the practitioner whose documentation they are linking to at any time.

Attachments

- [Billing Exception Request Process](#)
- [Billing Exception Request Form](#)