



University of Connecticut Health Center

POLICY NUMBER 2006-04

March 1, 2006

POLICY: REFILEING OF CLAIMS

PURPOSE: To ensure correct coding/billing of services provided by UHC faculty and staff.

SCOPE: All University of Connecticut Health Center faculty and staff involved in billing for patient care.

POLICY STATEMENT:

If it is discovered that a bill for a service was incorrectly submitted to a third party payer or was otherwise not appropriately billed, the following actions will be taken:

- Remove the incorrect claim.
- If the inappropriate charge was already paid by the insurance carrier, proper payer instructions should be followed as to how the discrepancy should be resolved. This may entail having the payer offset an overpayment in a subsequent payment to the provider or submitting a full refund to the carrier and rebilling the claim appropriately.
- Reconcile appropriately with third party payer.

Daniel Upton (signed)

3/16/06

Daniel Upton
Chief Financial Officer

Date

Peter J. Deckers, MD (signed)

3/22/06

Peter J. Deckers, M.D.
Executive Vice President for Health Affairs

Date

Replaces: NEW POLICY