

## HealthSource Clarity Due Date Management

When **Due Date Management** is enabled for a site, **HealthSource Clarity** automatically calculates the **Due Date** by adding a specified number of days to the “base” date. This “base” can be the **Facility Received Date**, the **Request Letter Date**, or the current date.

The number of days we add is based on the:

- Major Class
- Requester Type
- Reason(s) for Request

### Business days, not calendar days

The automatic calculation reflects business days. For example:

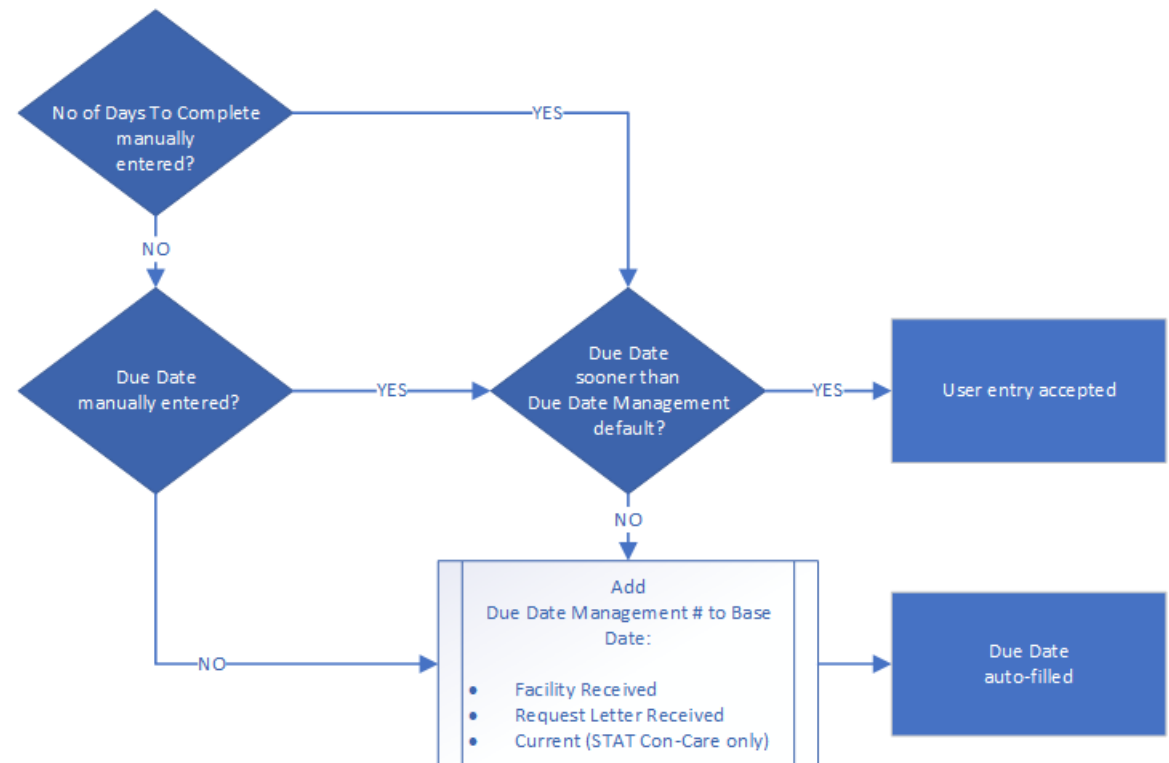
- Request received Tuesday, January 14, 2020.
- The **Due Date** calculation = + 5 days.

Because there are only 3 work days left in the week, the actual calculated **Due Date** is Tuesday, January 21, 2020.

The Saturday and Sunday are “skipped.”

### User input can override default

- If you enter a **Due Date** that is **EARLIER** than the default value, we accept your entry.
- If the **Requester Type** = Attorney and the **Primary Reason for Request** = Subpoena, you can make the **Due Date** later than the default. These requests are marked with an asterisk on the following pages.



You must use the **Reason for Request** option to take advantage of automatic **Due Date** calculations. If you use **Invoice Type** instead of **Reason for Request**, we do **NOT** set the **Due Date** automatically.

## Due Date calculations

Some **Primary Reason for Request** choices are state-specific. For example, the Veteran's Disability choice for **Attorney** requests is available only in Illinois.

Major Class	Requester Type	Primary Reason for Request	Days added	Base Date
Attorney	Attorney	Attorney	5	Facility Received Date
		Florida Statute	5	Facility Received Date
		Hospital Lien	5	Facility Received Date
		Illinois Industrial Commission Subpoena	5	Facility Received Date
		Patient Directive	5	Facility Received Date
		Patient Social Security Appeal	5	Facility Received Date
		Personal Injury	5	Facility Received Date
		Social Security / Disability	5	Facility Received Date
		SSA Appeal Representative Form 1696	5	Facility Received Date
		Subpoena *	5	Facility Received Date
		Veterans Disability	5	Facility Received Date
Continuity of Care		Continuity of Care	3	Facility Received Date
		Continuity of Care	0	Current Date (only for STAT)
Copy Service	Attorney	Attorney	5	Facility Received Date
		Florida Statute	5	Facility Received Date
		Hospital Lien	5	Facility Received Date
		Illinois Industrial Commission Subpoena	5	Facility Received Date
		Patient Directive	5	Facility Received Date
		Patient Social Security Appeal	5	Facility Received Date
		Personal Injury	5	Facility Received Date
		Social Security / Disability	5	Facility Received Date
		SSA Appeal Representative Form 1696	5	Facility Received Date
		Subpoena *	5	Facility Received Date
		Workers Comp	5	Facility Received Date

Major Class	Requester Type	Primary Reason for Request	Days added	Base Date
Copy Service	Insurance	Audit of Claims	15	Facility Received Date
		Disability	5	Facility Received Date
		Hospital Lien	5	Facility Received Date
		Insurance	5	Facility Received Date
		Medicare / Medicaid	5	Request Letter Date
		Workers Comp	3	Facility Received Date
Direct Payor	PAYD	ACA HIX — Health Insurance Exchange	365	Facility Received Date
		Ciox Audit	365	Facility Received Date
		CIOX Real-World Data Team Request	365	Facility Received Date
		Claim	365	Facility Received Date
		DRG / Payment Integrity	15	Facility Received Date
		General Attorney	365	Facility Received Date
		General Attorney Subpoena	365	Facility Received Date
		HEDIS Audit	365	Facility Received Date
		MRA	365	Facility Received Date
		RADV	365	Facility Received Date
		SSA Appeal	365	Facility Received Date
		Underwriting	365	Facility Received Date
		Workers Comp	365	Facility Received Date
		Workers Comp Subpoena	365	Facility Received Date
Facility	Facility	Business Office Copy / Risk Management	5	Facility Received Date
		Special Project	30	Facility Received Date



Major Class	Requester Type	Primary Reason for Request	Days added	Base Date
Government	Government	Agency	5	Facility Received Date
		Attorney	5	Facility Received Date
		Clinical Research	30	Facility Received Date
		Government Audit	30	Request Letter Date
		Medicaid DDS	5	Facility Received Date
		Non Profit / Non Bill	5	Facility Received Date
		Patient Directive	5	Facility Received Date
		Subpoena	5	Facility Received Date
		Workers Comp Board	3	Facility Received Date
	Disability	State DDS	5	Facility Received Date
Indirect Payor	PAYI	DRG / Payment Integrity	15	Facility Received Date
		HEDIS Audit	60	Facility Received Date
		HIX — Health Insurance Exchange	30	Facility Received Date
		MRA — Medicare Risk Adjustment	30	Facility Received Date
		RADV — Risk Adjustment Data Validation	60	Facility Received Date
		Standard Insurance Claim Payment	5	Facility Received Date
		Utilization Review	30	Facility Received Date

Major Class	Requester Type	Primary Reason for Request	Days added	Base Date
Insurance	Insurance	Audit of Claims	15	Facility Received Date
		Clinical Research	30	Facility Received Date
		Disability	5	Facility Received Date
		Hospital Lien	5	Facility Received Date
		Insurance	5	Facility Received Date
		Medicare / Medicaid	5	Request Letter Date
		Patient Directive	5	Facility Received Date
		RAC — Recovery Audit Contractor	15	Request Letter Date
		Workers Comp	3	Facility Received Date
Patient	Patient	Any	5	Facility Received Date
Peer Review Organization	PRO	Any	30	Request Letter Date

\* you can make the **Due Date** earlier or later than the default for these requests.