Multnomah Other Timely Filing Waiver Request Form

Claims are considered timely when they are received by PH Tech within 45 days of the date of service; corrected claims are considered timely when they are received by PH Tech within 45 days of the original adjudication date. Timely filing waivers will only be considered for claims in the event of extenuating circumstances that caused these deadlines to be missed.

Please note that timely filing guidelines are required because once financial deadlines have passed, funds may no longer be available to pay for services. Each timely filing waiver will be considered but may not be approved even under extenuating circumstances due to funding availability. Funding for service dates that have already been through contract reconciliation (semi-annual/annual) are no longer available, please contact your assigned Multnomah Other program staff with questions.

Requestor Contact Information

Date of Request:	
Contact Name:	Agency:
Contact Phone:	Contact Email:

Date range of affected claims

Describe the extenuating circumstance(s) that prevented the claims from being received by PH Tech within the 45-day timely filing deadline. Provide an explanation of the situation and how it impacted your claims submission.

Describe the steps that have been taken to correct this issue for claims submissions moving forward and the date of implementation.

Claims for which a timely filing waiver is requested (an electronic spreadsheet may be attached instead if desired with following):

Claim Number	Date of Service	Billed Amount	Service Type

Please submit this completed form to: billing.multother@multco.us. Please specify (preferably within the subject line) that the request is for a Multnomah Other timely filing waiver. Do not refer to the request as an appeal or grievance, doing so will cause a delay in resolution of the request as grievances and appeals are handled through a different process.

For technical assistance, please contact billing.multother@multco.us