



1901 Las Vegas Blvd. So.
Suite 101
Las Vegas, Nevada 89104-1309
(702) 892-7313
www.culinaryhealthfund.org

September 22, 2011

RE: TIMELY FILING GUIDELINES FOR RETRO AUTHORIZATIONS

In an effort to facilitate claims processing for services requiring prior authorization, the Culinary Health Fund will be implementing timely filing guidelines for outpatient and professional services retro authorization requests.

For claims with dates of service November 1, 2011 and forward, providers will have 30 days from the date of the initial explanation of payment (EOP) to request a retro authorization.

All requests for retro authorizations must be received in writing. You may submit your request via fax to (702) 892-7326, or mail to the address above. Please include the following information in your retro authorization request:

- Explanation as to why authorization was not requested prior to the date of service
- Copy of EOP
- Contact name and number
- Group name
- Tax Identification Number
- Pertinent medical records

Please note submission of a request is not a guarantee of payment. If you have any questions regarding this matter please contact Provider Services at (702) 892-7313 option #2.

Sincerely,

A handwritten signature in black ink, appearing to be "Shelli Lara", written over a light gray rectangular background.

Shelli Lara
Director, Healthcare Delivery