



**DATE:** 09/03/2014  
**TO:** BPA Provider Network  
**FROM:** Business Psychology Associates  
**SUBJECT:** Provider Resubmission of IDHW and IDOC Claims in WITS

When claims that have previously been billed within the timely filing parameters and paid need to be corrected, adjusted and/or reverted in WITS **and** the submission of the corrected claim(s) fall outside of the 30 day billable period, providers need to submit the following information to the Claims Department:

1. Unique Client ID #
2. Client Name
3. Date of Service(s)
4. Procedure Code
5. Funding type

**BPA Claims Department must be notified before the corrections are made to ensure re-billed claims are not denied for timely filing.**

Examples of corrections include but are not limited to: resubmitting under a different authorization, date of service, units, procedure code, and funding source.

To contact the BPA Claims Department, please use one of the following methods:

Phone: 208-947-4393 or 800-922-3406, option 2 then option 1.

Fax: 208-344-7430

Secure e-mail only: [claims-dept@bpahealth.com](mailto:claims-dept@bpahealth.com)

In the event that the Claims Department is not notified prior to resubmission of the IDHW and/or IDOC claim(s), the claim(s) may be denied.

Thank you!

BPA Claims Department