

Quality Review Tips!



QR Tips September 7, 2022

Submitting a Late Report

What are the expectations?

- When you receive an email that you have a referral for a new case, the due date is noted in your email.
- Each Carrier has different turnaround times so please be cognizant of your due date.
- It is best practice to review the specifications, number of calls/ letters (if needed) to plan your time accordingly.
- For the QR team to have time to review the report and to make sure that it is ready to submit to the Carrier, reports are expected to be submitted to us by Noon EST on the day it is due.
- Reports submitted after Noon EST maybe considered late.
- Some Carriers have a late report penalty. This should be avoided as much as possible.
- If there are extenuating circumstances where your report may be late, please notify the referral team as soon as possible

Look for our next tip in the upcoming weeks.

We hope this has been helpful and we welcome your feedback and questions.

Thank you,
The QR Team

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