**Section 686.1260 Provider Billing and Record Retention**

a) The provider shall submit a monthly IL488-1200 Group Billing statement to the HSP field office managing the HSP Customer case within 15 days after the end of the service period.

b) Each statement must be accompanied by a monthly Customer Outcome Report as required under Section 686.1250(c).

c) Expenditures may not exceed the service hours or fees indicated on the active Vendor Authorization for Services form, unless express written approval has been given by the HSP.

d) Supplemental billing for additional hours in a service period that was previously paid, or that is in the process of being paid, is not allowed. If HSP or the provider determines that the previous billing was in error, all payments received for that billing must be refunded to HSP before submitting a corrected statement for the period.

e) Providers shall keep the following records for a minimum of 5 years:

1) copies of all forms and billings required by, and submitted to, HSP;

2) records of Customer service hours kept by time clock, time cards, or time sheets signed by the Customer;

3) confidential case records (see Section 686.1240(e)); and

4) documentation of credentials and/or licensing for all rendering service staff.

(Source: Added at 43 Ill. Reg. 2133, effective January 24, 2019)