

Manage Open Negotiations and Federal IDR Initiation Dates

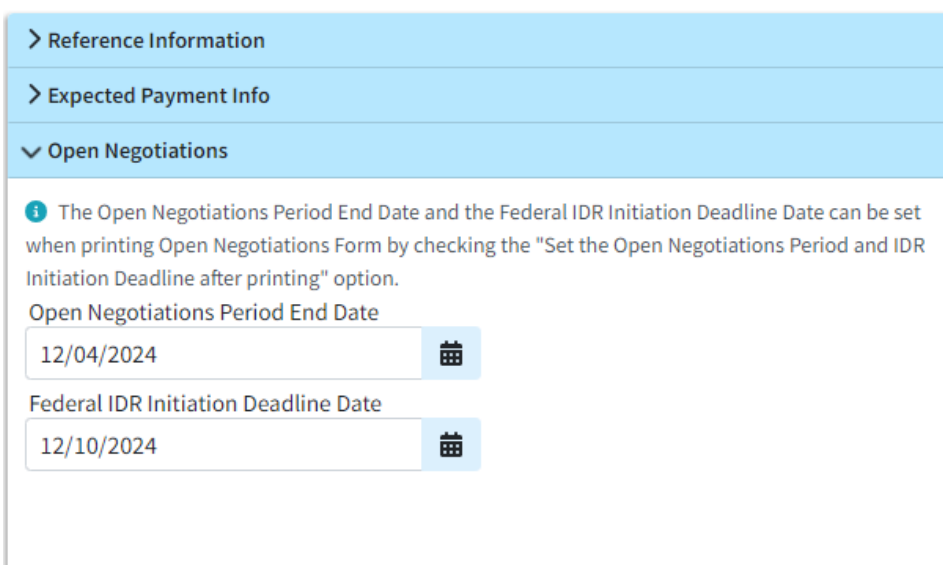
† Modified on 10/21/2024 12:14 pm EDT

When negotiating out-of-network rates for emergency services, users print and submit the Open Negotiations Form to the payer. Upon submission, this triggers two important deadlines:

1. The end of the Open Negotiations Period, which occurs 30 business days after the form has been submitted
2. The deadline to initiate the Federal Independent Dispute Resolution (IDR) process, which is 4 business days after the conclusion of the Open Negotiations Period

These "Dates" are stored within the application to allow users with multiple claims to efficiently manage the Open Negotiations process. The Open Negotiations Period End Date and the Federal IDR Initiation Deadline Date can be set when printing the Open Negotiations Form by checking the "Set the Open Negotiations Period and IDR Initiation Deadline after printing" option. For more information, please reference our [Print Open Negotiations Form Help Article](#)

1. Select **Claim > Follow Up Management**.
2. Enter your **Search Criteria** or **Load a Search Filter**.
3. Click on a line item to open up a specific claim.
4. Locate and click **Open Negotiations** from the right-hand side panel.
5. View the previously set Open Negotiations Period End Date and the Federal IDR Initiation Deadline Date.




> Reference Information

> Expected Payment Info


▼ Open Negotiations

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Open Negotiations Period End Date

12/04/2024 

Federal IDR Initiation Deadline Date

12/10/2024 

6. Click 

