



## Rural Health Clinic (RHC) All-Inclusive Rate (AIR) Documentation Requirements

To ensure accurate reimbursement and compliance with Medicare payment rules, all contracted and non-contracted Rural Health Clinics (RHCs) are required to submit their current Centers for Medicare & Medicaid Services (CMS), or Medicare Administrative Contractor (MAC), issued All-Inclusive Rate (AIR) determination to HAP. Please see details below.

### 1. Submission of AIR Determination

All RHCs must submit a complete, official AIR rate determination letter, including effective dates and any interim rate adjustments. This documentation is required as a condition of claims adjudication.

### 2. Timely Updates – 30-Day Requirement

RHCs must provide updated AIR documentation within 30 calendar days of receiving a revised rate from CMS or their MAC.

### 3. Newly Certified RHCs

Newly certified RHCs must submit their initial AIR determination prior to or concurrent with their first claim submission.

### 4. Required Documentation Format

Providers must submit the full CMS/MAC rate letter in PDF format. Internal worksheets or self-reported rates are not acceptable.

### 5. Compliance and Claims Impact

Failure to provide current AIR documentation may result in claims being delayed, denied, or reprocessed until compliance is achieved.

## Submitting Documentation

- **Contracted providers**  
Email [providernetwork@hap.org](mailto:providernetwork@hap.org). Be sure to put AIR documentation in the subject line.
- **Non-contracted providers**
  - Fax: HAP Claims at **(810) 230-2289**
  - Mail: HAP Claims dept.  
1414 E. Maple Road  
Troy, MI 48083