**Section 2160.240 Premium Collection** **and Billing**

a) The Department shall generate a billing statement for each Unit participating in the Program on or before the end of each month. This billing statement shall represent the total amount due from the Unit for the following month's coverage.

b) Membership changes not received on or before the 20th of each month shall be reflected in the following month's billing statement.

1) Prior month changes shall also appear on the billing and be reflected in the total amount due.

2) In cases of administrative errors on the part of the Unit, or when the Member does not provide information to the Unit, a retroactive premium adjustment shall be made. Retroactive premium adjustments shall be made contingent upon the Department recovering any health care expenses that may have been paid because the Program was not timely notified. Retroactive premium refund adjustments shall not exceed 3 months.

(Source: Amended at 25 Ill. Reg. 10306, effective August 3, 2001)