

AHCCCS, DIVISION OF HEALTH CARE MANAGEMENT
 DATA ANALYSIS & RESEARCH, ENCOUNTER UNIT
 Encounter File Processing Schedule
 Apr 2024 - June 2024

FILE PROCESSING ACTIVITY	Apr 2024	Apr 2024	May 2024	May 2024	June 2024	June 2024
Deadline for Corrected Pended Encounter and New Day File Submission to AHCCCS by 6:00 PM Thursday	Thurs 04/04/24	Thurs 04/18/24	Thurs 05/02/24	Thurs 05/16/24	Thurs 06/06/24	Thurs 06/20/24
Work Days for AHCCCS	11	8	11	8	11	8
Encounter Pended and Adjudication Files Available to Health Plans by Friday at 5:00 PM	Mon 04/15/24	Fri 04/26/24	Mon 05/13/24	Fri 05/24/24	Mon 06/17/24	Fri 06/28/24
Reinsurance Case Association begins immediately following the completion of the first monthly encounter cycle	Yes	N/A	Yes	N/A	Yes	N/A

- Note: 1. **This schedule is subject to change.** If untimely submission of an encounter is caused by an AHCCCS schedule change, a sanction against timeliness error will not be applied.
2. On deadline days, encounter file(s) must arrive at AHCCCS by 6:00 p.m.
3. The plan availability dates are only estimates. Adjustments to these dates may be necessary based on the number of files submitted and processed.
4. Contractors are encouraged to submit files immediately following their claims adjudication process. Contractors may be required to submit files for one or both encounter adjudication cycles.
5. Health Plans are required to correct each pending encounter within 120 days.