

AHCCCS, DIVISION OF HEALTH CARE MANAGEMENT
 DATA ANALYSIS & RESEARCH, ENCOUNTER UNIT
 Encounter File Processing Schedule
 Apr 2023 - June 2023

FILE PROCESSING ACTIVITY	Apr 2023	Apr 2023	May 2023	May 2023	June 2023	June 2023
Deadline for Corrected Pended Encounter and New Day File Submission to AHCCCS by 6:00 PM Thursday	Thurs 04/06/23	Thurs 04/20/23	Thurs 05/04/23	Thurs 05/18/23	Thurs 06/08/23	Thurs 06/22/23
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 04/17/23	Fri 04/28/23	Mon 05/15/23	Fri 05/26/23	Mon 06/19/23	Fri 06/30/23
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.