

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

FILE PROCESSING ACTIVITY	July 2024	July 2024	Aug 2024	Aug 2024	Sept 2024	Sept 2024
Deadline for Corrected Pended Encounter and New Day File Submission to AHCCCS by 6:00 PM Thursday	Thurs 07/04/24	Thurs 07/18/24	Thurs 08/08/24	Thurs 08/22/24	Thurs 09/05/24	Thurs 09/19/24
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 07/15/24	Fri 07/26/24	Mon 08/19/24	Fri 08/30/24	Mon 09/16/24	Fri 09/27/24
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.