

AHCCCS, ISD Data Analytics and Operations  
Data Management and Oversight  
Encounter File Processing Schedule  
July 2025 - September 2025

FILE PROCESSING ACTIVITY	October 2025	October 2025	November 2025	November 2025	December 2025	December 2025
Deadline for Corrected Pended Encounter and New Day File Submission to AHCCCS by 6:00 PM Thursday	Thurs 10/02/25	Thurs 10/16/25	Thurs 11/06/25	Thurs 11/20/25	Thurs 12/04/25	Thurs 12/18/25
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 10/13/25	Fri 10/24/25	Mon 11/17/25	Fri 11/28/25	Mon 12/15/25	Fri 12/26/25
Reinsurance Case Association begins immediately following the completion of the first monthly encounter cycle	Yes	N/A	Yes	N/A	Yes	N/A

- Note:
- 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.
  - On deadline days, encounter file(s) must arrive at AHCCCS by 6:00 p.m.
  - The plan availability dates are only estimates. Adjustments to these dates may be necessary based on the number of files submitted and processed.
  - 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.
  - Health Plans are required to correct each pending encounter within 120 days.