

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

FILE PROCESSING ACTIVITY	Oct 2024	Oct 2024	Nov 2024	Nov 2024	Dec 2024	Dec 2024
Deadline for Corrected Pended Encounter and New Day File Submission to AHCCCS by 6:00 PM Thursday	Thurs 10/03/24	Thurs 10/17/24	Thurs 11/07/24	Thurs 11/21/24	Thurs 12/05/24	Thurs 12/19/24
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 10/14/24	Fri 10/25/24	Mon 11/18/24	Fri 11/29/24	Mon 12/16/24	Fri 12/27/24
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.