

AHCCCS, DIVISION OF HEALTH CARE MANAGEMENT
DATA ANALYSIS & RESEARCH, ENCOUNTER UNIT
Encounter File Processing Schedule
Jan 2025 - Mar 2025

FILE PROCESSING ACTIVITY	Jan 2025	Jan 2025	Feb 2025	Feb 2025	Mar 2025	Mar 2025
Deadline for Corrected Pended Encounter and New Day File Submission to AHCCCS by 6:00 PM Thursday	Thurs 01/02/25	Thurs 01/16/25	Thurs 02/06/25	Thurs 02/20/25	Thurs 03/06/25	Thurs 03/20/25
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 01/15/25	Fri 01/26/25	Mon 02/19/25	Fri 02/28/25	Mon 03/17/25	Fri 03/28/25
Reinsurance Case Association begins immediately following the completion of the first monthly encounter cycle	Yes	N/A	Yes	N/A	Yes	N/A

- Note:
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.