

**Date: March 15, 2010**

**Healthy Kids**

**Important Provider Notice #36**

**Subject: Weekly Cut-off Date for Electronic Claims Submission Changed**

Effective 5/1/10, the cut off for submission of electronic claims files which are loaded into the PHC system for payment consideration will move from Tuesday at noon to Monday at 5 p.m.

PHC accepts daily submissions of electronic claims files and loads them into our system on Sunday and Monday evenings. Claims received Monday AFTER 5 p.m. through Friday are loaded into our system the following Sunday and those electronic files received on Saturday through Monday before 5 p.m. on Monday evening.

To ensure that your claims will be loaded into our system for payment consideration during the current week, the claims must be received by the PHC IT department before Monday at 5 p.m. to appear on your next weekly PHC RA. The claims received AFTER Monday at 5 p.m. will not appear until the following week.

The exceptions to the schedule above are holiday weeks. When the Holiday falls on a Monday, the cut off for electronic claim submissions to PHC will be the prior Friday at 5 p.m. Claims received after Friday at 5 p.m. are held and loaded the following weekend.