









Recommended Schedule for Service Providers

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
June 1	2	3	4	5	6	7
				 Deletion Requests Due		
Run Reports and Correct Denied Claims						
Run and Work Unbilled Report (time sensitive) 						
8	9	10	11	12	13	14
		 Close Charges	Send Paper Bills (OHC, UMDAP, etc.) 	ADS Drug Medi-cal Claim Submitted 		
Run Reports and Correct Denied Claims						
Run and Work Unbilled Report (time sensitive)		Provider Invoice Generation (includes running reports, deducting previous months denials, sending to program for approval, fax invoices to Providers)				
15	16	17	18	19	20	21
						
Run Reports and Correct Denied Claims						
Specialty Claims Data Due (eg. Retro/Bridge Submissions/VOID/Replace)						
22	23	24	25	26	27	28
				ADS Supplemental Claims Submitted 		
Run Reports and Correct Denied Claims						
 29	30					
MH Medi-cal Claim Submitted						
Run Reports and Correct Denied Claims						