

Q4 Self-Funded Weekly Billing Calendar

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October					1 Prior month final claims drafted	2	3
	4	5	6 Claims invoiced	7 Claims drafted	8	9	10
	11	12	13 Claims invoiced	14 Claims drafted	15 Prior month admin fee drafted	16	17
	18	19	20 Claims invoiced	21 Claims drafted	22	23	24
	25	26	27	28	29	30 Last business day Final claims invoiced Admin fee invoiced	31

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November	1	2 Prior month final claims drafted	3 Claims invoiced	4 Claims drafted	5	6	7
	8	9	10 Claims invoiced	11 Claims drafted (Bank Holiday)	12	13	14
	15	16 Prior month admin fee drafted	17 Claims invoiced	18 Claims drafted	19	20	21
	22	23	24 Claims invoiced	25 Claims drafted	26 Office Closure	27 Office Closure	28
	29	30 Last business day Final claims invoiced Admin fee invoiced					

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December			1 Prior month final claims drafted	2	3	4	5
	6	7	8 Claims invoiced	9 Claims drafted	10	11	12
	13	14	15 Prior month admin fee drafted Claims invoiced	16 Claims drafted	17	18	19
	20	21	22 Claims invoiced	23 Claims drafted	24 Office Closure	25 Office Closure	26
	27	28	29	30	31 Last business day Final claims invoiced Admin fee invoiced		