

Q1 Self-Funded Weekly Billing Calendar

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

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

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