

Q1 Self-Funded Weekly Billing Calendar

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

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