

# Q1 Self-Funded Weekly Billing Calendar

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
March	1	2 Prior month final claims drafted	3 Claims invoiced	4 Claims drafted	5	6	7
	8	9	10 Claims invoiced	11 Claims drafted	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	27	28
	29	30	31 Last business day Final claims invoiced Admin fee invoiced				