Q4 Self-Funded Weekly Billing Calendar

October

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			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	25	26
	27	28	29	30	31 **Last business day** **Final claims invoiced** **Admin fee invoiced**		

November

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						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	25	26	27 **Last business day** **Final claims invoiced** **Admin fee invoiced**	28 **Holiday- Office Closure**	29 **Holiday- Office Closure**	30

December

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	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 **Holiday- Office Closure**	25 **Holiday- Office Closure**	26	27	28
	29	30	31 **Last business day** **Final claims invoiced** **Admin fee invoiced**				