

# MOLINA

**December 5, 2011**

**TO: LONG TERM CARE PROVIDERS**

**Listed below is the LTC MONTHLY PROCESSING SCHEDULE FOR THE FIRST SIX MONTHS (JANUARY THRU JUNE) OF THE YEAR 2012.**

**NOTE:** It is **VERY IMPORTANT** that your EDI (837I) or UB claim form is submitted to Molina no later than the scheduled deadline for billing (EDI/ UB CLAIMS RECEIVED AT MOLINA) in order to receive payment on the “check release (issue) date” shown on the schedule below. If your billing is received at Molina after the deadline & if the regular monthly LTC check write is missed, the billing will be processed for payment with the next regular check write.

**IF POSSIBLE SEND YOUR UB CLAIMS VIA FEDERAL EXPRESS OR OVERNIGHT MAIL.**

**IN ORDER TO ASSURE THAT YOUR CLAIMS ARE DIRECTED TO THE PROPER PROCESSING UNIT, WRITE “ATTENTION LTC OR ATTENTION KAY BRUE ” PROMINENTLY ON THE ENVELOPE, AS WELL AS ON A COVER SHEET WITH THE CLAIMS.**

Once a provider is on direct deposit and paid in the regular check write, the funds will be available on the working day after the regular check write date.

<b>EDI/ UB CLAIMS RECEIVED AT MOLINA</b>	<b>CHECK RELEASE (ISSUE) DATE</b>	<b>DAY</b>	<b>DIRECT DEPOSIT FUNDS AVAILABLE DATE</b>	<b>DAY</b>
01/06/2012- 12Noon	01/10/2012	Tuesday	01/11/2012	Wednesday
02/03/2012- 12Noon	* 02/09/2012	Thursday	02/10/2012	Friday
03/07/2012- 12Noon	* 03/08/2012	Thursday	03/09/2012	Friday
04/05/2012- 12Noon	04/10/2012	Tuesday	04/11/2012	Wednesday
05/04/2012- 12Noon	05/10/2012	Thursday	05/11/2012	Friday
06/06/2012- 12Noon	* 06/07/2012	Thursday	06/08/2012	Friday

\* Denotes Mid-Week Cycle

**FIRST SIX MONTHS(JANUARY THRU JUNE) OF THE YEAR 2012  
LTC SUPPLEMENTAL / EDI / UB BILLING SCHEDULE**

<b>EDI/ UB RECEIVED AT MOLINA</b>	<b>DAY</b>	<b>CHECK RELEASE(ISSUE) DATE</b>	<b>DAY</b>	<b>DIRECT DEPOSIT FUNDS AVAILABLE</b>	<b>DAY</b>
<b><u>JANUARY</u></b>					
01/12/2012- 12NOON	THURSDAY	01/18/2012	WEDNESDAY	01/19/2012	THURSDAY
01/19/2012- 12NOON	THURSDAY	01/25/2012	WEDNESDAY	01/26/2012	THURSDAY
<b><u>FEBRUARY</u></b>					
02/09/2012- 12NOON	THURSDAY	02/16/2012	THURSDAY	02/17/2012	FRIDAY
02/16/2012- 12NOON	THURSDAY	02/23/2012	THURSDAY	02/24/2012	FRIDAY
<b><u>MARCH</u></b>					
03/08/2012- 12NOON	THURSDAY	03/13/2012	TUESDAY	03/14/2012	WEDNESDAY
03/15/2012- 12NOON	THURSDAY	03/20/2012	TUESDAY	03/21/2012	WEDNESDAY
<b><u>APRIL</u></b>					
04/12/2012- 12NOON	THURSDAY	04/18/2012	WEDNESDAY	04/19/2012	THURSDAY
04/19/2012- 12NOON	THURSDAY	04/25/2012	WEDNESDAY	04/26/2012	THURSDAY
<b><u>MAY</u></b>					
05/10/2012- 12NOON	THURSDAY	05/17/2012	THURSDAY	05/18/2012	FRIDAY
05/17/2012- 12NOON	THURSDAY	05/24/2012	THURSDAY	05/25/2012	FRIDAY
<b><u>JUNE</u></b>					
06/07/2012- 12NOON	THURSDAY	06/12/2012	TUESDAY	06/13/2012	WEDNESDAY
06/14/2012- 12NOON	THURSDAY	06/19/2012	TUESDAY	06/20/2012	WEDNESDAY

**IF YOU HAVE ANY QUESTIONS REGARDING ELECTRONIC BILLING, PLEASE CALL 225-216-6000, THEN PRESS OPTION 2.**