



Attention: Long Term Care, ICF-DD, Hospice (Room & Board)

**LTC MONTHLY PROCESSING SCHEDULE 2024**

**NOTE:** It is **IMPORTANT** that your EDI (837I) or UB Claim form is submitted to Gainwell by the scheduled deadline to receive payment for EDI/UB-04 claims on the “check release (issue) date” shown in the table below. If your claim forms are received at Gainwell after the deadline, and the regular monthly LTC check write is missed, the claims will be processed for payment with the next regular check write.

To assure that your claims are directed to the proper Processing Unit, **write “Attention LTC” prominently on the envelope, as well as on a cover sheet with the claims.**

The UB Claims should be sent via **Federal Express** or **overnight mail**.

If you have **any questions** regarding electronic billing, please **call** 225-924-5040 **or** 1-800-473-2783, then **press option 2**.

| <b>EDI/UB CLAIMS RECEIVED AT GAINWELL</b> | <b>CHECK RELEASE (ISSUE) DATE</b> | <b>DAY</b> | <b>DIRECT DEPOSIT FUNDS AVAILABLE DATE</b> | <b>DAY</b> |
|---|-----------------------------------|------------|--|------------|
| 01/05/2024 – 12 noon                      | 01/09/2024                        | Tuesday    | 01/10/2024                                 | Wednesday  |
| 02/08/2024 – 12 noon                      | 02/12/2024                        | Monday     | 02/13/2024                                 | Tuesday    |
| 03/07/2024 – 12 noon                      | 03/11/2024                        | Monday     | 03/12/2024                                 | Tuesday    |
| 04/05/2024 – 12 noon                      | 04/09/2024                        | Tuesday    | 04/10/2024                                 | Wednesday  |
| 05/09/2024 – 12 noon                      | 05/14/2024                        | Tuesday    | 05/15/2024                                 | Wednesday  |
| 06/07/2024 – 12 noon                      | 06/10/2024                        | Monday     | 06/11/2024                                 | Tuesday    |
| 07/05/2024 – 12 noon                      | 07/09/2024                        | Tuesday    | 07/10/2024                                 | Wednesday  |
| 08/08/2024 – 12 noon                      | 08/12/2024                        | Monday     | 08/13/2024                                 | Tuesday    |
| 09/06/2024 – 12 noon                      | 09/10/2024                        | Tuesday    | 09/11/2024                                 | Wednesday  |
| 10/09/2024 – 12 noon (*)                  | 10/10/2024                        | Thursday   | 10/11/2024                                 | Friday     |
| 11/08/2024 – 12 noon                      | 11/12/2024                        | Tuesday    | 11/13/2024                                 | Wednesday  |
| 12/06/2024 – 12 noon                      | 12/10/2024                        | Tuesday    | 12/11/ 2024                                | Wednesday  |

(\*) Denotes Mid-Week Cycle



**LTC SUPPLEMENTAL PROCESSING SCHEDULE 2024**

| <b>EDI/UB RECEIVED<br/>AT GAINWELL</b> | <b>DAY</b> | <b>CHECK<br/>RELEASE DATE</b> | <b>DAY</b> | <b>DIRECT<br/>DEPOSIT FUNDS<br/>AVAILABLE</b> | <b>DAY</b> |
|--|------------|-------------------------------|------------|---|------------|
| <b>JANUARY</b>                         |            |                               |            |   |            |
| 01/11/2024 – 12 noon                   | Thursday   | 01/16/2024                    | Tuesday    | 01/17/2024                                    | Wednesday  |
| 01/18/2024 – 12 noon                   | Thursday   | 01/23/2024                    | Tuesday    | 01/24/2024                                    | Wednesday  |
| 01/25/2024 – 12 noon                   | Thursday   | 01/30/2024                    | Tuesday    | 01/31/2024                                    | Wednesday  |
| <b>FEBRUARY</b>                        |            |                               |            |   |            |
| 02/15/2024 – 12 noon                   | Thursday   | 02/20/2024                    | Tuesday    | 02/21/2024                                    | Wednesday  |
| 02/22/2024 – 12 noon                   | Thursday   | 02/27/2024                    | Tuesday    | 02/28/2024                                    | Wednesday  |
| <b>MARCH</b>                           |            |                               |            |   |            |
| 03/14/2024 – 12 noon                   | Thursday   | 03/19/2024                    | Tuesday    | 03/20/2024                                    | Wednesday  |
| 03/21/2024 – 12 noon                   | Thursday   | 03/26/2024                    | Tuesday    | 03/27/2024                                    | Wednesday  |
| <b>APRIL</b>                           |            |                               |            |   |            |
| 04/11/2024 – 12 noon                   | Thursday   | 04/16/2024                    | Tuesday    | 04/17/2024                                    | Wednesday  |
| 04/18/2024 – 12 noon                   | Thursday   | 04/23/2024                    | Tuesday    | 04/24/2024                                    | Wednesday  |
| 04/25/2024 – 12 noon                   | Thursday   | 04/30/2024                    | Tuesday    | 05/01/2024                                    | Wednesday  |
| <b>MAY</b>                             |            |                               |            |   |            |
| 05/16/2024 – 12 noon                   | Thursday   | 05/21/2024                    | Tuesday    | 05/22/2024                                    | Wednesday  |
| 05/23/2024 – 12 noon                   | Thursday   | 05/28/2024                    | Tuesday    | 05/29/2024                                    | Wednesday  |
| <b>JUNE</b>                            |            |                               |            |   |            |
| 06/13/2024 – 12 noon                   | Thursday   | 06/18/2024                    | Tuesday    | 06/19/2024                                    | Wednesday  |
| 06/20/2024 – 12 noon                   | Thursday   | 06/25/2024                    | Tuesday    | 06/26/2024                                    | Wednesday  |
| <b>JULY</b>                            |            |                               |            |   |            |
| 07/11/2024 – 12 noon                   | Thursday   | 07/16/2024                    | Tuesday    | 07/17/2024                                    | Wednesday  |
| 07/18/2024 – 12 noon                   | Thursday   | 07/23/2024                    | Tuesday    | 07/24/2024                                    | Wednesday  |
| 07/25/2024 – 12 noon                   | Thursday   | 07/30/2024                    | Tuesday    | 07/31/2024                                    | Wednesday  |
| <b>AUGUST</b>                          |            |                               |            |   |            |
| 08/15/2024 – 12 noon                   | Thursday   | 08/20/2024                    | Tuesday    | 08/21/2024                                    | Wednesday  |
| 08/22/2024 – 12 noon                   | Thursday   | 08/27/2024                    | Tuesday    | 08/28/2024                                    | Wednesday  |
| <b>SEPTEMBER</b>                       |            |                               |            |   |            |
| 09/12/2024 – 12 noon                   | Thursday   | 09/17/2024                    | Tuesday    | 09/18/2024                                    | Wednesday  |
| 09/19/2024 – 12 noon                   | Thursday   | 09/24/2024                    | Tuesday    | 09/25/2024                                    | Wednesday  |
| <b>OCTOBER</b>                         |            |                               |            |   |            |
| 10/17/2024 – 12 noon                   | Thursday   | 10/22/2024                    | Tuesday    | 10/23/2024                                    | Wednesday  |
| 10/24/2024 – 12 noon                   | Thursday   | 10/29/2024                    | Tuesday    | 10/30/2024                                    | Wednesday  |
| <b>NOVEMBER</b>                        |            |                               |            |   |            |
| 11/14/2024 – 12 noon                   | Thursday   | 11/19/2024                    | Tuesday    | 11/20/2024                                    | Wednesday  |
| 11/21/2024 – 12 noon                   | Thursday   | 11/26/2024                    | Tuesday    | 11/27/2024                                    | Wednesday  |
| <b>DECEMBER</b>                        |            |                               |            |   |            |
| 12/12/2024 – 12 noon                   | Thursday   | 12/17/2024                    | Tuesday    | 12/18/2024                                    | Wednesday  |