



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

LTC MONTHLY PROCESSING SCHEDULE 2025

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**.

EDI/UB CLAIMS RECEIVED AT GAINWELL	CHECK RELEASE (ISSUE) DATE	DAY	DIRECT DEPOSIT FUNDS AVAILABLE DATE	DAY
01/09/2025 – 12 noon	01/13/2025	Monday	01/14/2025	Tuesday
02/07/2025 – 12 noon	02/10/2025	Monday	02/11/2025	Tuesday
03/07/2025 – 12 noon	03/10/2025	Monday	03/11/2025	Tuesday
04/09/2025 – 12 noon *	04/10/2025	Thursday	04/11/2025	Friday
05/08/2025 – 12 noon	05/12/2025	Monday	05/13/2025	Tuesday
06/06/2025 – 12 noon	06/10/2025	Tuesday	06/11/2025	Wednesday
07/09/2025 – 12 noon *	07/10/2025	Thursday	07/11/2025	Friday
08/07/2025 – 12 noon	08/11/2025	Monday	08/12/2025	Tuesday
09/05/2025 – 12 noon	09/09/2025	Tuesday	09/10/2025	Wednesday
10/09/2025 – 12 noon	10/13/2025	Monday	10/14/2025	Tuesday
11/07/2025 – 12 noon	11/10/2025	Monday	11/12/2025	Wednesday
12/05/2025 – 12 noon	12/09/2025	Tuesday	12/10/ 2025	Wednesday

* Denotes Mid-Week Cycle



LTC SUPPLEMENTAL PROCESSING SCHEDULE 2025

EDI/UB RECEIVED AT GAINWELL	DAY	CHECK RELEASE DATE	DAY	DIRECT DEPOSIT FUNDS AVAILABLE	DAY
JANUARY					
01/16/2025 – 12 noon	Thursday	01/21/2025	Tuesday	01/22/2025	Wednesday
01/23/2025 – 12 noon	Thursday	01/28/2025	Tuesday	01/29/2025	Wednesday
FEBRUARY					
02/13/2025 – 12 noon	Thursday	02/18/2025	Tuesday	02/19/2025	Wednesday
02/20/2025 – 12 noon	Thursday	02/25/2025	Tuesday	02/26/2025	Wednesday
MARCH					
03/13/2025 – 12 noon	Thursday	03/18/2025	Tuesday	03/19/2025	Wednesday
03/20/2025 – 12 noon	Thursday	03/25/2025	Tuesday	03/26/2025	Wednesday
APRIL					
04/17/2025 – 12 noon	Thursday	04/22/2025	Tuesday	04/23/2025	Wednesday
04/24/2025 – 12 noon	Thursday	04/29/2025	Tuesday	04/30/2025	Wednesday
MAY					
05/15/2025 – 12 noon	Thursday	05/20/2025	Tuesday	05/21/2025	Wednesday
05/22/2025 – 12 noon	Thursday	05/27/2025	Tuesday	05/28/2025	Wednesday
JUNE					
06/12/2025 – 12 noon	Thursday	06/17/2025	Tuesday	06/18/2025	Wednesday
06/18/2025 – 12 noon	Wednesday	06/24/2025	Tuesday	06/25/2025	Wednesday
JULY					
07/10/2025 – 12 noon	Thursday	07/15/2025	Tuesday	07/16/2025	Wednesday
07/17/2025 – 12 noon	Thursday	07/22/2025	Tuesday	07/23/2025	Wednesday
AUGUST					
08/14/2025 – 12 noon	Thursday	08/19/2025	Tuesday	08/20/2025	Wednesday
08/21/2025 – 12 noon	Thursday	08/26/2025	Tuesday	08/27/2025	Wednesday
SEPTEMBER					
09/11/2025 – 12 noon	Thursday	09/16/2025	Tuesday	09/17/2025	Wednesday
09/18/2025 – 12 noon	Thursday	09/23/2025	Tuesday	09/24/2025	Wednesday
OCTOBER					
10/16/2025 – 12 noon	Thursday	10/21/2025	Tuesday	10/22/2025	Wednesday
10/23/2025 – 12 noon	Thursday	10/28/2025	Tuesday	10/29/2025	Wednesday
NOVEMBER					
11/13/2025 – 12 noon	Thursday	11/18/2025	Tuesday	11/19/2025	Wednesday
11/20/2025 – 12 noon	Thursday	11/25/2025	Tuesday	11/26/2025	Wednesday
DECEMBER					
12/11/2025 – 12 noon	Thursday	12/16/2025	Tuesday	12/17/2025	Wednesday
12/18/2025 – 12 noon	Thursday	12/23/2025	Tuesday	12/24/2025	Wednesday