

Managed Care - Encounter Data Biweekly Processing Cycle

The following information details the biweekly events of encounter submission, processing, and remittance advice delivery. This schedule applies to both the:

- Professional/Institutional/Dental (X12 837) batch files
- Pharmacy (NCPDP Batch 1.1) batch files

Encounter Data File Submission

1. To be included in the next biweekly warrant cycle, encounter data files must be submitted by 11:59 PM every other Wednesday. This cut-off is necessary to allow for identification of any file or data issues and resolutions prior to the delivery of the remittance advice the following week.
2. The times allowed for the submission of encounter data files vary with the method of submission.
 - a. Encounter data files submitted by uploading through MN-ITS have more limited submission times due to MN-ITS scheduled and unscheduled downtimes. These systems down times are listed on the MN-ITS home page.
 - b. Encounter data files submitted through FTP may be submitted at any time of the day and any day of the week.

Encounter Data Processing & Acknowledgement

DHS has specified processing times for the processing of encounter files. The processing times are necessary to allow for even system loads for all types of system processing.

1. Encounter data files submitted at 12:00 midnight or after on the Wednesday due date will not be processed until Saturday at 12:01 AM.
2. Acknowledgement of encounter data files processed (997 for Professional/Institutional/ Dental files and N11R for Pharmacy claim files) is generated when processing is completed.

Remittance Advice

By Thursday of the week following the encounter data file submission cut-off time, a remittance advice (X12 835) is due in both the Managed Care Organization's MN-ITS mailbox and their contracted encounter data submitter's MN-ITS mailbox. However, the remittance advice may appear in the mailbox as early as Monday of the following week, depending on the volume of data submitted and processed. The remittance advice includes both the X12 837 and the NCPDP Batch 1.1 files.