2023 Provider Checkwrite Schedule for the Division of Mental Health (DMH), Division of Public Health (DPH) and Office of Rural Health (ORH)

The Weekly Checkwrite Cycle:
1. **Claims submission**
   a. Submit batch claims by 6 p.m. on Thursday for processing through the checkwrite cycle on Friday
   b. Successfully process claims via the portal by 11:59 p.m. on Thursday
   c. Successfully process POS Pharmacy claims by 11:59 p.m. on Thursday
2. **RAs and Payments**
   a. Receive Remittance Advices and 835s, 820s and 277Ps by 8 a.m. on Wednesday
   b. Receive electronic payments Wednesday or Thursday (depending on the provider's financial institution and the timing of state and federal holidays and fiscal quarter/year-end)
   c. Receive checks within a week after the checks are mailed on Wednesday

NCTracks will issue 50 checkwrites per fiscal year. The payment cycle will be weekly, exceptions being the last week of June (end of state fiscal year) and the last week of the calendar year. To ensure payments are processed in a timely manner, please verify Electronic Funds Transfer (EFT) information is correct in the provider portal in NCTracks. Please log into the secure portal at https://www.nctracks.nc.gov/content/public/providers.html to view EFT information. If additional assistance is needed, please contact the NCTracks Call Center at 1-800-688-6696.

Note that the adjudication of claims for DMH, DPH and ORH is a two-step process. The first step involves editing and pricing of the claims. This step is completed when the file is submitted. At the end of this step, claims will either have a Deny or Pend status. Budgets must be loaded into NCTracks before the second step of the process can begin. This occurs on Friday. The second step involves auditing, fund availability determination, and final adjudication of the claims for payment. If there are insufficient funds to pay all adjudicated claims, some claims may pend until a subsequent checkwrite cycle.

Definition of terms used in NCTracks Checkwrite Schedule:
Cutoff Date – This is the date that claims must be submitted and adjudicated by to receive payment in the current checkwrite cycle.
- Valid claims submitted and adjudicated by midnight on Thursday will generally be processed for the current cycle. Please note the following:

- o Claims keyed individually into the provider portal are processed immediately using the 2-step process defined above. Providers may submit claims via the portal up to 11:59 p.m. on Thursday. Accordingly, portal submitted claims that are successfully processed by NCTracks by 11:59 p.m. on Thursday will be included in the current checkwrite cycle.
  - o POS pharmacy claims are also processed immediately. Accordingly, POS pharmacy claims that are successfully processed by NCTracks by 11:59 p.m. on Thursday will be included in the current checkwrite cycle (based on funding availability).
  - o Batch claims uploaded through the portal or submitted by a trading partner may take up to 24 hours or more to process once submitted, so batch claims should be submitted no later than 6:00 p.m. Thursday evening for incorporation into the current weekly checkwrite cycle. Because of the 2-step process defined above, if the volume of claims submitted Thursday afternoon is unusually high, it could impact whether or not all claims submitted are included in the current checkwrite cycle, so providers are encouraged to submit their claims as early as possible.
- Claims that are not processed by the cutoff date will be processed in the following checkwrite cycle.

Checkwrite Date – The checkwrite date is normally the following Tuesday. This is when the State approves and releases the funds and the payment process begins. This is the date that will appear on the Remittance Advice (RA).

EFT/Transmittal Effective Date – Electronic funds transfer is initiated by Bank of America to provider bank accounts the day after the checkwrite date which is Wednesday, except in cases of a state or federal holiday or fiscal quarter/year-end on Monday, Tuesday or Wednesday. In these circumstances, the EFT posting will be effective on the next business day (Thursday). The timing of posting and availability of funds to provider bank accounts will depend on the provider's financial institution. Bank of America customers will normally see their payments on Wednesday afternoon. Other providers will normally see payments in their accounts on Thursday afternoon.

For more information about NCTracks, visit www.nctracks.nc.gov.

NCTracks 2023 Checkwrite Schedule for DMH/DPH/ORH

#	Batch Claims Cut-Off Date (6:00 PM)	Portal & Claims Cut-Off Date (11:59 PM)	Checkwrite Date	EFT Effective Date
1	12/29/22	12/29/22	01/04/23	01/05/23
2	01/05/23	01/05/23	01/10/23	01/11/23
3	01/12/23	01/12/23	01/18/23	01/19/23
4	01/19/23	01/19/23	01/24/23	01/25/23
5	01/26/23	01/26/23	01/31/23	02/01/23
6	02/02/23	02/02/23	02/07/23	02/08/23
7	02/09/23	02/09/23	02/14/23	02/15/23
8	02/16/23	02/16/23	02/22/23	02/23/23
9	02/23/23	02/23/23	02/28/23	03/01/23
10	03/02/23	03/02/23	03/07/23	03/08/23
11	03/09/23	03/09/23	03/14/23	03/15/23
12	03/16/23	03/16/23	03/21/23	03/22/23
13	03/23/23	03/23/23	03/28/23	03/29/23
14	03/30/23	03/30/23	04/04/23	04/05/23
15	04/06/23	04/06/23	04/11/23	04/12/23
16	04/13/23	04/13/23	04/18/23	04/19/23
17	04/20/23	04/20/23	04/25/23	04/26/23
18	04/27/23	04/27/23	05/02/23	05/03/23
19	05/04/23	05/04/23	05/09/23	05/10/23
20	05/11/23	05/11/23	05/16/23	05/17/23
21	05/18/23	05/18/23	05/23/23	05/24/23
22	05/25/23	05/25/23	05/31/23	06/01/23
23	06/01/23	06/01/23	06/06/23	06/07/23
24	06/08/23	06/08/23	06/13/23	06/14/23
25	06/15/23	06/15/23	06/21/23	06/22/23
	No Checkwrite - End of State Fiscal Year			
26	06/29/23	06/29/23	07/05/23	07/06/23
27	07/06/23	07/06/23	07/11/23	07/12/23
28	07/13/23	07/13/23	07/18/23	07/19/23
29	07/20/23	07/20/23	07/25/23	07/26/23

#	Batch Claims Cut-Off Date (6:00 PM)	Portal & Claims Cut-Off Date (11:59 PM)	Checkwrite Date	EFT Effective Date
30	07/27/23	07/27/23	08/01/23	08/02/23
31	08/03/23	08/03/23	08/08/23	08/09/23
32	08/10/23	08/10/23	08/15/23	08/16/23
33	08/17/23	08/17/23	08/22/23	08/23/23
34	08/24/23	08/24/23	08/29/23	08/30/23
35	08/31/23	08/31/23	09/06/23	09/07/23
36	09/07/23	09/07/23	09/12/23	09/13/23
37	09/14/23	09/14/23	09/19/23	09/20/23
38	09/21/23	09/21/23	09/26/23	09/27/23
39	09/28/23	09/28/23	10/03/23	10/04/23
40	10/05/23	10/05/23	10/11/23	10/12/23
41	10/12/23	10/12/23	10/17/23	10/18/23
42	10/19/23	10/19/23	10/24/23	10/25/23
43	10/26/23	10/26/23	10/31/23	11/01/23
44	11/02/23	11/02/23	11/07/23	11/08/23
45	11/09/23	11/09/23	11/14/23	11/15/23
46	11/16/23	11/16/23	11/21/23	11/22/23
47	11/23/23	11/23/23	11/28/23	11/29/23
48	11/30/23	11/30/23	12/05/23	12/06/23
49	12/07/23	12/07/23	12/12/23	12/13/23
50	12/14/23	12/14/23	12/19/23	12/20/23
	No Checkwrite			