



# Delta Dental of Colorado System Upgrade

## Billing Calendar

For many of our groups, there will be some adjustments to billing cycles which will impact both when invoices are generated and when payments are due. We have outlined the changes below to show the invoicing and payment due dates. The calendars that follow offer a sample of scheduling. Be sure to refer to the titles for each calendar to determine which applies to your type of group.

If you have any questions regarding these billing changes, please feel free to reach out to our billing department at [billing@ddpco.com](mailto:billing@ddpco.com) or 303-889-8618.

### Fully insured groups:

- If you receive a monthly invoice, there is no change to your billing cycle. Payment is due by the first of the month being billed.
- If your payment is made via draft on a monthly basis, beginning in September 2021, that will now occur only on the first business day of the month. There will no longer be an option to have your payment draft at any time.
- Monthly premiums for the upcoming month will be invoiced on the 7th business day beginning September 2021.

### Self-funded groups:

- There will be changes to when your bills will be generated and they will be due upon receipt.
- The calendars below will help guide you through the new dates.

#### Weekly:

- Claims will be invoiced every Tuesday and drafted every Wednesday.
- Final claims will be invoiced the last business day of the month and are due upon receipt.
- If your payment is made via draft, that will occur on the first business day of the following month. (If the last Tuesday of the month falls within the same week as the last business day, the final claims invoice will include all claims filed since the prior Tuesday.)
- Admin fees will be invoiced on the last business day of the month, and drafted on the 15th of the following month.

#### Monthly:

- Claims and admin fees will be invoiced the last business day of the month and are due on the 15th of the following month.
- If your payment is made via draft, that will occur on the 15th of the following month.

### All groups:

- If the first day of the month or the 15th falls on a holiday or weekend, invoicing/drafting will default to the next business day.
- If the last day of the month falls on a holiday or weekend, invoicing/drafting will default to the previous business day.

# Fully Insured Sample Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 First business day ACH draft generated	2	3
4	5	6	7	8	9 Seventh business day Pre-bill month premiums invoiced	10
11	12	14	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# Self-Funded Weekly Sample Calendar

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July					1 Prior month final claims drafted	2	3
	4	5 Claims invoiced	6 Claims drafted	7	8	9	10
	11	12 Claims invoiced	13 Claims drafted	14	15 Prior month admin fee drafted	16	17
	18	19 Claims invoiced	20 Claims drafted	21	22	23	24
	25	26	27	28	29	30 Last business day Final claims invoiced Admin fee invoiced	31
August	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Prior month final claims drafted	2 Claims invoiced	3 Claims drafted	4 Claims drafted	5	6	7
	8	9 Claims invoiced	10 Claims drafted	11 Claims drafted	12	13	14
	15 Prior month admin fee drafted	16 Claims invoiced	17 Claims drafted	18 Claims drafted	19	20	21
	22	23 Claims invoiced	24 Claims drafted	25 Claims drafted	26	27	28
September	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Prior month final claims drafted	2	3	4
	5	6 Claims invoiced	7 Claims drafted	8 Claims drafted	9	10	11
	12	13 Claims invoiced	14 Claims invoiced	15 Prior month admin fee drafted Claims drafted	16	17	18
	19	20 Claims invoiced	21 Claims drafted	22 Claims drafted	23	24	25
	26	27	28	29	30 Last business day Final claims invoiced Admin fee invoiced		

# Self-Funded Monthly Sample Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	14	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 <small>Last business day</small>	31

