

2018 CUT-OFF DATES FOR RECEIPT OF PAPER AND ELECTRONIC CLAIMS

PAPER CLAIMS	ELECTRONIC CLAIMS	PAYMENT DATE	SALARY CONTRACT PAY PERIOD
December 20, 2017**	December 27, 2017**	January 3, 2018	December 15-28, 2017
January 8, 2018	January 11, 2018	January 17, 2018	December 29, 2017 – January 11, 2018
January 22, 2018	January 25, 2018	January 31, 2018	January 12-25, 2018
February 5, 2018	February 8, 2018	February 14, 2018	January 26-February 8, 2018
February 16, 2018**	February 22, 2018	February 28, 2018	February 9-22, 2018
March 5, 2018	March 8, 2018	March 14, 2018	February 23-March 8, 2018
March 19, 2018	March 22, 2018	March 28, 2018	March 9-22, 2018
April 2, 2018	April 5, 2018	April 11, 2018	March 23-April 5, 2018
April 16, 2018	April 19, 2018	April 25, 2018	April 6-19, 2018
April 30, 2018	May 3, 2018	May 9, 2018	April 20-May 3, 2018
May 11, 2018**	May 16, 2018**	May 23, 2018	May 4-17, 2018
May 28, 2018	May 31, 2018	June 6, 2018	May 18-31, 2018
June 11, 2018	June 14, 2018	June 20, 2018	June 1-14, 2018
June 22, 2018**	June 27, 2018**	July 4, 2018	June 15-28, 2018
July 9, 2018	July 12, 2018	July 18, 2018	June 29-July 12, 2018
July 23, 2018	July 26, 2018	August 1, 2018	July 13-26, 2018
August 3, 2018**	August 9, 2018	August 15, 2018	July 27-August 9, 2018
August 20, 2018	August 23, 2018	August 29, 2018	August 10-23, 2018
August 31, 2018**	September 6, 2018	September 12, 2018	August 24-September 6, 2018
September 17, 2018	September 20, 2018	September 26, 2018	September 7-20, 2018
September 28, 2018**	October 3, 2018**	October 10, 2018	September 21-October 4, 2018
October 15, 2018	October 18, 2018	October 24, 2018	October 5-18, 2018
October 29, 2018	November 1, 2018	November 7, 2018	October 19-November 1, 2018
November 9, 2018**	November 15, 2018	November 21, 2018	November 2-15, 2018
November 26, 2018	November 29, 2018	December 5, 2018	November 16-29, 2018
December 10, 2018	December 13, 2018	December 19, 2018	November 30-December 13, 2018
December 19, 2018**	December 24, 2018**	January 2, 2019	December 14-27, 2018
11:00 AM CUT OFF	11:59 PM CUT OFF		

NOTE:

Though we will strive to achieve these goals, it may not always be possible due to unforeseen system issues. It is advisable not to leave these submissions to the last day.

Each electronically submitted service encounter must be received, processed and accepted by 11:59 p.m. on the cut-off date to ensure processing for that payment period.

Paper Claims include: Psychiatric Activity Reports, Rural Providers' Emergency on Call Activity Reports, Sessional Payments and Locum Claim Forms. Manual submissions must be received in the Assessment Department by 11:00 a.m. on the cut off date to ensure processing for that payment period.

PLEASE NOTE, THE ** INDICATES A DATE VARIATION

Please make a note in your schedule of the following dates MSI will accept as "Holidays".	
NEW YEAR'S DAY	MONDAY, JANUARY 1, 2018
HERITAGE DAY	MONDAY, FEBRUARY 19, 2018
GOOD FRIDAY	FRIDAY, MARCH 30, 2018
EASTER MONDAY	MONDAY, APRIL 2, 2018
VICTORIA DAY	MONDAY, MAY 21, 2018
CANADA DAY	MONDAY, JULY 2, 2018
CIVIC HOLIDAY	MONDAY, AUGUST 6, 2018
LABOUR DAY	MONDAY, SEPTEMBER 3, 2018
THANKSGIVING DAY	MONDAY, OCTOBER 8, 2018
REMEMBRANCE DAY	MONDAY, NOVEMBER 12, 2018
CHRISTMAS DAY	TUESDAY, DECEMBER 25, 2018
BOXING DAY	WEDNESDAY, DECEMBER 26, 2018
NEW YEAR'S DAY	TUESDAY, JANUARY 1, 2019