



FINANCE  
245 LEPHILLIP COURT  
CONCORD, NC 28025

## Finance Communication Bulletin

**FY-0910-FN-47**

To: PBH Community of Network Providers  
From: Renee Snipes, PBH Finance Director  
Date: December 16, 2009  
RE: Permanent Checkwrite Schedule

All claims submitted before 5:00 PM on Tuesday prior to a checkwrite will be paid on the following Tuesday with the exception of November 24, 2010 and December 29, 2010.

A revised schedule is attached and will also be posted in the PBH Provider Center under ***Recent Finance Updates***.

Please contact your PBH Claims Specialist per the following list (based on your agency name) if you have any questions.

- **A-D** Sheila Morton @ (704) 721-7038
- **E-H** Deana Harkey @ (704) 721-7081
- **I-Ri** Beth Thompson @ (704) 721-7077
- **Ro-Z** Annette James @ (704) 721-7078

Thank you.

Attachment

cc: Shelby Marlow, Network Department  
PBH Claim Staff  
Emma Moore  
Judy Uthe, Executive Assistant to the Area Director



*Creating solutions, One person at a time*

## 2010 Checkwrite Schedule

**Reminder: All Claims must be submitted before 5:00 PM on the checkwrite cut off date in order to be paid on the corresponding checkwrite date.**

| MONTH    | CUT OFF DATE | CHECKWRITE DATE |
|----------|--------------|-----------------|
| January  | 12/29/2009   | 01/05/2010      |
|          | 01/05/2010   | 01/12/2010      |
|          | 01/12/2010   | 01/19/2010      |
|          | 01/19/2010   | 01/26/2010      |
| February | 01/26/2010   | 02/02/2010      |
|          | 02/02/2010   | 02/09/2010      |
|          | 02/09/2010   | 02/16/2010      |
|          | 02/16/2010   | 02/23/2010      |
| March    | 02/23/2010   | 03/02/2010      |
|          | 03/02/2010   | 03/09/2010      |
|          | 03/09/2010   | 03/16/2010      |
|          | 03/16/2010   | 03/23/2010      |
|          | 03/23/2010   | 03/30/2010      |
| April    | 03/30/2010   | 04/06/2010      |
|          | 04/06/2010   | 04/13/2010      |
|          | 04/13/2010   | 04/20/2010      |
|          | 04/20/2010   | 04/27/2010      |
| May      | 04/27/2010   | 05/04/2010      |
|          | 05/04/2010   | 05/11/2010      |
|          | 05/11/2010   | 05/18/2010      |
|          | 05/18/2010   | 05/25/2010      |

| <b>MONTH</b>                    | <b>CUT OFF DATE</b> | <b>CHECKWRITE DATE</b> |
|---------------------------------|---------------------|------------------------|
| June                            | 05/25/2010          | 06/01/2010             |
|                                 | 06/01/2010          | 06/08/2010             |
|                                 | 06/08/2010          | 06/15/2010             |
|                                 | 06/15/2010          | 06/22/2010             |
|                                 | 06/22/2010          | 06/29/2010             |
| JULY                            | 06/29/2010          | 07/06/2010             |
|                                 | 07/06/2010          | 07/13/2010             |
|                                 | 07/13/2010          | 07/20/2010             |
|                                 | 07/20/2010          | 07/27/2010             |
| August                          | 07/27/2010          | 08/03/2010             |
|                                 | 08/03/2010          | 08/10/2010             |
|                                 | 08/10/2010          | 08/17/2010             |
|                                 | 08/17/2010          | 08/24/2010             |
|                                 | 08/24/2010          | 08/31/2010             |
| September                       | 08/31/2010          | 09/07/2010             |
|                                 | 09/07/2010          | 09/14/2010             |
|                                 | 09/14/2010          | 09/21/2010             |
|                                 | 09/21/2010          | 09/28/2010             |
| October                         | 09/28/2010          | 10/05/2010             |
|                                 | 10/05/2010          | 10/12/2010             |
|                                 | 10/12/2010          | 10/19/2010             |
|                                 | 10/19/2010          | 10/26/2010             |
| November                        | 10/26/2010          | 11/02/2010             |
|                                 | 11/02/2010          | 11/09/2010             |
|                                 | 11/09/2010          | 11/16/2010             |
| <b>No Checkwrite 11/23/2010</b> |                     |                        |

| <b>MONTH</b> | <b>CUT OFF DATE</b>             | <b>CHECKWRITE DATE</b> |
|--------------|---------------------------------|------------------------|
|              | 11/23/2010                      | 11/30/2010             |
| December     | 11/30/2010                      | 12/07/2010             |
|              | 12/07/2010                      | 12/14/2010             |
|              | 12/14/2010                      | 12/21/2010             |
|              | <b>No Checkwrite 12/28/2010</b> |                        |