



## MEMORANDUM

**TO:** Valued Providers

**FROM:** El Paso Health

**DATE:** 12/20/2024

**RE:** **Christmas/New Year Office Closure and Claims Check Run Schedule**

Our office will be closed on Tuesday, December 24, 2024, Wednesday, December 25, 2024 and on Wednesday, January 01, 2025, in observance of the Christmas/New Year Holiday.

Please see check run details below.

### **Holiday Claims Check Run Schedule:**

- **Monday: 12/23/2024:** Check run for EPH (STAR, CHIP, Perinate, STAR+PLUS, DNSP) HCO/Care Management.
- **Thursday: 12/26/2024:** Check run for EPH (STAR+PLUS)
- **Friday: 12/27/2024:** Check run for EPH (STAR, CHIP, Perinate, STAR+PLUS, DNSP) TPA (UMC AND EPCH)
- **Tuesday: 12/31/2024:** Check run for EPH (STAR, CHIP, Perinate, STAR+PLUS, DNSP) HCO/Care Management
- **Thursday: 01/02/2025:** Check run for EPH (STAR+PLUS)
- **Friday: 01/03/2025:** Check run for EPH (STAR, CHIP, Perinate, STAR+PLUS, DNSP) TPA (UMC AND EPCH)

The claims check run schedule will revert to its original schedule on Monday, January 06, 2025.

If you have any questions or concerns, please contact the Provider Relations Department at 915-532-3778.