



DATA SUBMISSION SCHEDULE

DISCHARGE MONTH NEEDED:	DATE MEDTEL NEEDS DATA:	FOLLOW-UP CALLS DURING:
JANUARY 1-31	MARCH 1 st	APRIL
FEBRUARY 1-28	APRIL 1 st	MAY
MARCH 1-31	MAY 1 st	JUNE
APRIL 1-30	JUNE 1 st	JULY
MAY 1-31	JULY 1 st	AUGUST
JUNE 1-30	AUGUST 1 st	SEPTEMBER
JULY 1-31	SEPTEMBER 1 st	OCTOBER
AUGUST 1-31	OCTOBER 1 st	NOVEMBER
SEPTEMBER 1-30	NOVEMBER 1 st	DECEMBER
OCTOBER 1-31	DECEMBER 1 st	JANUARY
NOVEMBER 1-30	JANUARY 1 st	FEBRUARY
DECEMBER 1-31	FEBRUARY 1 st	MARCH

QUICK REFERENCE:

ON THE FIRST DAY OF ANY GIVEN MONTH, RECORDS ARE DUE AT MEDTEL OUTCOMES FOR PATIENTS DISCHARGED TWO MONTHS PRIOR.

EXAMPLE: ON THE FIRST OF JANUARY, UPLOAD NOVEMBER DISCHARGES.