

Manitoba Health, Seniors and Long-Term Care (MHS LTC)
2025 CUT-OFF DATES FOR ELECTRONIC CLAIM SUBMISSIONS

Pay Periods		EPICS Cut-Off Dates
January	15	7
	31	23
February	15	7
	29	20
March	15	7
	31	21
April	15	7
	30	22
May	15	7
	31	23
June	15	6
	30	20
July	15	7
	31	23
August	15	7
	31	22
September	15	5
	30	22
October	15	6
	31	21
November	15	6
	30	21
December	15	5
	31	19

Please check the MHS LTC Mainframe Portal (black screen) for notification of any changes.

One submission file will be processed per weekday (before 5:00 p.m.) and one on a weekend (after 5:00 p.m. Friday, prior to 10:00 p.m. Sunday) from each user site. EPICS cut-off times are 5:00 p.m. Monday through Friday and 10:00 p.m. Sunday (or Monday on a long weekend).

MHS LTC strongly recommends frequent claims submission (daily, if possible) to reduce your risk of missing a payment cycle. Always check the Audit Control Confirmation Report (P1), the next day, to verify acceptance of submission files. Acceptance of a file does not guarantee payment in full for the claims submitted. The claims must still follow normal processing. File acceptance only applies to the data integrity of the telecommunicated records.

File Submission Examples:

#	UPLOAD COMPLETED BY	PROCESSED BY MHSAL	P1 AVAILABLE
1	3:00 p.m. Monday	Monday evening	Tuesday a.m.
2	5:00 p.m. Tuesday	Tuesday evening	Wednesday a.m.
3	6:00 p.m. Wednesday **	Thursday evening	Friday a.m.
4	2:00 p.m. Friday	Friday evening	Saturday a.m.
5	8:00 p.m. Friday	Sunday night	Monday a.m.
6	3:00 p.m. Sunday	Sunday night	Monday a.m.

**The submission is received after 5:00 p.m. and therefore will be processed the following weekday evening.

For assistance with submission file uploads and remittance downloads, please contact the Shared Health Service Desk at 204-940-8500 or via e-mail @ servicedesk@sharedhealthmb.ca.