

## COMMONLY USED MAC CODES FOR ENVIRONMENTAL STAFF

2A To be used when performing any activity that is not health related.

- Answering calls such as:
  - Sanitarian calls
  - Food Inspections
  - Environmental health issues (bed bugs)
  - Rabies
  - Reports of food poisoning
  - Nuisance complaints
- Ordering non-medical supplies

2B

- Providing education to individuals/families/businesses about disease prevention, lead hazards, food safety, etc.
- Investigating a possible health issue (animal bite, whooping cough)

2C

- Submitting billing documents for non-medical/health related services
- Reports related to service call

3A

- Leave packet of information regarding services offered by the Health Department. Include information sheet regarding Medicaid Services and a phone number of someone at the Health Department who can answer these types of questions. Include ODJFS Brochures regarding Medicaid services.

7A

- Referral for care to an individual who has tested positive for Lead poisoning, rabies, whooping cough, etc.

7B

- Coordination of services for individual who tested positive for rabies, lead poisoning, whooping cough, etc.

11A

- Program Planning for Emergency Preparedness
- Grant writing
- Gathering information in advance of planning meetings
- Quality assurance or best practices information
- Policy and procedure review, writing or development

11B

- Interagency coordination (meetings) to improve medical/dental/mental health services
- Work done in office to compile information related to assessment

12A

- Planning for Non-Medical services
- Gathering information for needs assessments within agency for non-Medical covered services
- Development/updating/revision of plans related to Non-Medical services
- Policy and procedure review, writing or development
- Grant writing

12B

- Interagency coordination (meetings) to improve non-medical services.

15A

- Vacation, sick leave, holiday time, jury duty, paid breaks and other paid time off
- Paid breaks

15B

- Filling out MAC time study

15C

- Initially opening and reading mail
- Staff meetings or in-services
- General supervision of staff
- Maintaining inventories and ordering general office supplies