

MAC Newsletter

Medicaid Administrative Claiming for Local Public Health Departments

When to use Code 15 - C

We are seeing an increase in the use of Code 15-C – Activities not specific to any identified functions or that relate to multiple functions of the agency. We want to remind you what activities would fall under **15-C**:

- Staff meeting – discussing schedules, performance evaluations, time sheets, sick leave or vacation leave, etc. If there is discussion of a program that would fall under a different code.
- Processing payroll/personnel related documents
- Maintaining inventories and ordering general office supplies not being used by program areas.
- Reading email (once you hit reply it becomes another code related to the topic of the email).
- Providing/attending health promotion activities for staff
- Providing/attending general in-service training (new employee orientation, computer training).
- Developing and monitoring agency or **non-program** specific budgets.
- Reviewing or writing agency/departmental policies and procedures that will be used by the entire agency.

Any activity related to a service or program can be connected to a code other than 15-C. If you are completing paperwork for a client or traveling from one location to another it will fall under the code used for that program. In your MAC Codes and Description manual you will find that every code has a “Tag line” which states: ***Includes paperwork, clerical activities, staff travel or training directly related to performing these activities.***

If you are a Health Commissioner, Administrator, Director of Nursing or participate in Grant writing you will have a lot of **Code 11** Program Planning, Development and Interagency Coordination of Medical Services & **Code 12** Program Planning, Development and Interagency Coordination of Non-Medical Services. This includes board meetings, regional meetings and interagency coordination within the health department or other county agencies.

Our Vision: Reducing Health Disparities by assuring the opportunity of eligible clients to obtain proper Medicaid Services.

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Statewide Code by Code Comparison Report

One of the reports available to you in the MAC Application is a Statewide Code by Code Comparison Report. It can be found in the Menu section under Reports. We have combined claiming units in the report below but you will be able to choose an age group (Birth to 3) and the agencies that have claiming units for that age group will appear in the report.

In the MAC Reimbursement line you can see the average percentage of reimbursement those claiming units have received. Just a reminder this is a "Cumulative Average" of all claiming units in that category.

1QSFY14	All Ages	Birth to under 3	Birth to under 21	Birth to under 3 Female 11-45	Birth to under 21 Female 11-45	18 and above
Statewide Code by Code Comparison Report	88 Claiming Units Cumulative Average	12 Claiming Units Cumulative Average	30 Claiming Units Cumulative Average	5 Claiming Units Cumulative Average	1 Claiming Units Cumulative Average	1 Claiming Units Cumulative Average
Number Participants	10.81	7.83	7.15	3.00	4.00	13.00
MAC Reimbursement	7.85%	20.16%	16.2%	10.38%	4.03%	2.89%
Mac	34.08%	55.96%	59.3%	43.18%	5.49%	12.88%
Non Mac	39.76%	24.93%	24.7%	37.80%	59.55%	60.45%
General Administration	26.16%	19.12%	16.1%	19.01%	34.96%	26.67%
Total	100.00%	100.00%	100.0%	100.00%	100.00%	100.00%
Reallocated MAC	41.93%	71.89%	65.1%	50.90%	8.44%	17.57%
Reallocated Non-MAC	58.07%	28.11%	34.9%	49.10%	91.56%	82.43%
Total	100.00%	100.00%	100.0%	100.00%	100.00%	100.00%
Code 1	18.28%	2.99%	14.4%	0.00%	9.96%	58.37%
Code 2	13.13%	8.73%	5.1%	5.99%	17.48%	0.25%
Code 3	4.06%	2.59%	3.1%	0.69%	5.08%	0.00%
Code 4	1.13%	0.29%	0.3%	0.83%	0.00%	0.00%
Code 5	1.68%	1.01%	1.3%	0.63%	0.00%	2.74%
Code 6	0.36%	0.00%	0.1%	0.00%	0.00%	0.20%
Code 7	12.58%	41.88%	44.1%	36.15%	0.41%	5.83%
Code 8	1.56%	8.15%	4.1%	28.15%	32.11%	0.00%
Code 9	0.13%	0.04%	0.2%	0.12%	0.00%	0.00%
Code 10	0.05%	0.04%	0.0%	0.00%	0.00%	0.00%
Code 11	15.04%	9.14%	9.4%	5.60%	0.00%	4.31%
Code 12	4.81%	4.37%	0.6%	2.29%	0.00%	1.62%
Code 13	0.57%	1.21%	1.1%	0.00%	0.00%	0.00%
Code 14	0.13%	0.40%	0.0%	0.00%	0.00%	0.00%
Code 15	26.13%	19.14%	16.1%	19.01%	34.96%	26.67%
Code 16	0.36%	0.02%	0.1%	0.54%	0.00%	0.00%
Total	100.00%	100.00%	100.0%	100.00%	100.00%	100.00%

Ask Mackie!



Q: *I'm looking for a MAC training that would benefit new time study participants as well as a refresher course for those individuals that have been participating in MAC.*

A: *We have been using new type of training and have found that it works great for new agencies or agencies that have new claiming units. We think this would be a good refresher for time study participants that have been doing this for a long time.*

During the time study week have your participants track their activities on a hard copy of the daily log sheet. (You can print off a copy of the daily log sheet from the MAC website.) Have them write down exactly what activity they are doing during that time. Once the time study week is over have these participants meet and discuss what activities they had for the week and what MAC codes would apply. If you are not comfortable with connecting the activities with the MAC Codes we can set up a conference call and explain the MAC Codes and Descriptions or come to your agency and meet with everyone as a group. MAC becomes a little less confusing when they are matching an actual activity that they did with the correct MAC code.

Q: *Why are scheduled hours placed in the roster?*

A: *It's used as a check and balance for Time Study Coordinators. You can tell at a glance on the weekly summary page whether the Time Study Participant completed the correct amount of hours for the time study. It will show if the hours are over (**green**) or under (**red**) the scheduled hours.*



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<http://www.odh.ohio.gov/about/finmgmt/whatismac.aspx>