

COMMONLY USED MAC CODES

1A BEFORE ACTION

- Preparing for clinic
- Scheduling shot appointments for clinic
- Ordering medical equipment/supplies/vaccine
- Insurance verification by phone
- Counting money or Pay-ins for clinic
- Reminder calls
- Looking up or filing immunization cards

1B DURING ACTION

- Giving shots, mantoux's, blood pressures
- **Direct patient care**

1C AFTER ACTION

- Cleaning up after clinic
- Monthly nursing reports related to clinic or other medical program
- Recall and Reminder for clinic
- Inventory Reconciliation
- Billing for immunizations
- Medication billing or processing including investigation or phone calls

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

- Answering calls about non-health related services such as
 - Sanitarian calls
 - Vital stats calls
 - MISC calls
- Ordering non-medical supplies
- Discussion of vaccine order

2B

- Education to individuals or families about wellness, disease prevention, lead hazards
- Providing education on non-medical or health related services(nutrition, weight reduction)
- School vision/hearing/scoliosis screening
- Installing car seats
- Faxing immunization records to parent/school/other
- School education programs to students and staff
- Checking ODRS regularly for cases
- Investigating an environmental health issue (bed bugs)

2C

- Submitting billing documents for non-medical/health related services
- Cleaning up after non-medical/health related service
- Monthly nursing reports related to above (car seat report)

3A

- Basic screening process to identify if they know about JFS. This can be done at any time. In pre-clinic, BCMH visit, phone calls asking for services.
- Identification of a medically fragile child at school or during clinic.

3B

- Actual education process with clients regarding with JFS.
- Presentations to agencies or groups regarding Medicaid services (parenting classes)
- Health fairs, car seat checks etc. where Medicaid information is shared

3C

- Any follow-up on individuals to make certain they fully understand what to do and if they have proceeded.

4A

- Identifying families that qualify for WIC services (clinic)

4B

- Presentations to agencies and community groups regarding NON Medical services
- BHN scheduling and promoting and kick off
- Car seat education and distribution
- Kindergarten registration
- Health fairs regarding health issues

4C

- Any contact related to activities in 4 to make certain they understand the service or program.

5A

- Providing necessary Medicaid information or forms (CPA) to clients
- Gathering information related to the Medicaid process , for examples **birth certificates**
- Assisting clients to fill out CPA
- Accompanying client to JFS office
- Discussing case with JFS worker on status of above client
- Finding Medicaid # to work with BCMH child

6A

- Use this code if working with an individual to become eligible for programs such as food stamps, SSI, TANF, WIC.

7A

- BCMH phone calls to parents regarding their children and their problems, gathering information needed for problem solving
- Referrals to parents for failed vision/hearing/scoliosis exams

7B

- Vision/hearing and scoliosis referrals
- Disease reporting in ODRS
- BCMH documentation, home visits, problem solving which can involve physician needed, equipment needed, financial assistance, etc.

7C

- Follow-up in ODRS, calling up with the patient and physician to make sure they were treated and are getting the medical care they need

8A

- Making referrals for WIC, HEAP, food stamps, etc.

8B

- Assisting families in coordinating these efforts.

8C

- Monitoring these families to make sure that services have been provided.

9A

- If you help arrange transportation to **services that are medical related** for a client (physician appt., dental, mental health)
- If you accompany the client to these services (physician appt.,)

9B

- Translation issues

10A

- If you arrange transportation to **services that are non-medical**.
- If you accompany the client to these services

10B

- Translation issues

11A

- Planning for Medical services within a community or on behalf of a community
- Medication Administration Program Planning
- Working on IAP COCA/Impact
- IAP Grant writing
- Data entry into IMPACT
- Gathering information in advance of planning meetings
- Quality assurance or best practices information

11B

- Interagency coordination (meetings) to improve medical /dental/mental health services
- AFIX chart assessment done in physician's office to assess immunization rates
- Work done in office to compile information related to the AFIX assessment

- MOBI presentation done in physician's office to educate them about vaccines and improve compliance rates
- Agency board meetings
- Safe Kids, Handicapped Society or other meetings related to community

12A

- Planning for Non-Medical services within a community
- Gathering information for needs assessments within your agency for non-Medical covered services
- Development/updating/revision of plans related to Non-Medical services

12B

- Interagency coordination (meetings)
- Gathering information needed in advance of interagency coordination
- Any needed follow-up

13A

- Recruiting new medical providers to Medicaid
- Developing and maintaining medical service/provider directories

14B

- Recruiting new Non Medicaid-covered providers
- As above in 13A

15A

- Vacation, sick leave, holiday time, jury duty, paid breaks and other paid time off
- Nursing student education
- I think that bathroom breaks fall here

15B

- Filling out MAC time study

15C

- Initially opening and reading mail
- Staff meetings or in-services
- Budget development
- Computer work related to community related issues
- Advisory Council
- General supervision of staff
- Maintaining inventories and ordering general office supplies
- Policy and procedure review, writing or development