

COMMONLY USED MAC CODES FOR ADMINISTRATIVE STAFF

11A

- Program Planning for Medical services within a community or on behalf of a community
- Grant writing
- Reviewing program data review
- Development/updating/revision of plans related to Medical services
- 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)

13A

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

14B

- Recruiting new Non Medicaid-covered providers
- Developing and maintaining non-medical service/provider directories

15A

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

15B

- Filling out MAC time study

15C

- Initially opening and reading mail (once you respond it becomes a different code)
- Staff meetings or in-services (if it pertains to a specific program will fall under Code 11 (medical) or 12 (non-medical))
- General supervision of staff and processing payroll