

SUBJECT: MACSIS Enrollment Processing
IDENTIFIER: 03.01.02
EFFECTIVE DATE: 08/01/2006
FORMAL REVIEW DATE: 08/01/2006
SUPERSEDES: All policies adopted prior to effective date
AUTHORITY: Governance Policies C-1, "Delegation to the Executive Director" and D-4 "Financial Condition"
OACBHA STANDARD: I-A.5

PURPOSE: To insure compliance with the HIPAA Member Section of the Board Operations Manual as published by ODMH and ODADAS and the Guidelines and Operating Principles for Residency Determination.

POLICY: MACSIS Enrollment Processing shall comply with the requirements established by ODMH and ODADAS in the HIPAA Member Section of the MACSIS Board Operations Manual and the Guidelines and Operating Principles for Residency Determination. These documents may be located online at:

Manual: <http://www.mh.state.oh.us/ois/macsis/manuals/hipaa.member.manual.pdf>

Guidelines: <http://www.mh.state.oh.us/ois/macsis/mac.pol.index.html>

RULES:

- A. Board personnel shall comply at all times with the requirements of the current HIPAA Member Section of the Board Operations Manual.
- B. Agencies submit new enrollment requests via fax or mail on the prescribed form to the Accounting Specialist.
- C. If not already enrolled, the Accounting Specialist shall create the UCI record for the member submitted.
- D. Once the member is enrolled in MACSIS, the requesting agency shall be provided the information needed to submit claims for the member.
- E. Every effort shall be made to insure standard enrollments are processed and back to the submitting agency within four business days.
- F. In the event a question on residency arises, the "Guidelines and Operating Principles for Residency Determination" and all applicable Appendices shall be followed.

PROCEDURE:

The provider submits a completed New Member Enrollment/UCI Request form to the Board. The MACSIS database is searched for an existing enrollment by social security, date of birth, name and Medicaid number. If member is determined to be a new enrollee, the Accounting Specialist creates a record and the member is assigned a UCI number. The agency is notified within four business days via fax or mail of the UCI number.

If the Accounting Specialist determines the client resides in another county based on the address indicated on the enrollment, the provider is asked to provide a residency verification form. If the residency verification form indicates the client resides in another county, the enrollment is returned to the provider with instructions to submit to the county of residence.

In the event another county is reluctant to enroll a client, the Operations Supervisor contacts the Member Enrollment representative in the other county in an attempt to determine the county in which the member should be enrolled. For those instances where boards cannot agree on residency the MACSIS website details the process at <http://www.mh.state.oh.us/macsis/policies/rdd/rddhomepg.html>.

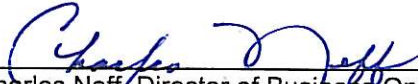
If the Accounting Specialist determines the client should be transferred into our group and plan, the member is terminated from the other group and plan and placed into our group and plan. The original Board is notified via a Member Transfer form. Original enrollments are retained for two months.

RESPONSIBILITY:

The **Director of Business Operations** shall be responsible for insuring compliance with this procedure.

FORMS: New Member Enrollment/UCI Request, MACSIS Residency Verification Form, Residency Dispute Determination (RDD) Request

AUTHORIZATION:



Charles Neff, Director of Business Operations

8-1-2006
Date