

MACSIS SCHEDULE DEFINITIONS and ROUTINE RUN TIMES
(Alphabetical Order)

- 1) All Board staff should be out of MACSIS by 5:00 p.m. Monday – Friday.
- 2) Monday morning an e-mail will be sent when MACSIS is available.

<i>Acronym</i>	<i>Description</i>	<i>Explanation</i>	<i>HIPAA Regular Run Times</i>
835	Health Care Claim Payment Advice	<ul style="list-style-type: none"> • 835 files are created weekly and contain remittance transactions due from boards to providers. • The 835 file format is a HIPAA-mandated format described at http://www.mh.state.oh.us/macsis/claims/835.claim.pay.advice.pdf • 835 files are produced by provider (UPI) by board and include only claims which were finalized via the APUPD process the prior week. 	Monday afternoons
APUPD	Accounts Payable Update	<ul style="list-style-type: none"> • APUPD is the first step in the accounts payable process in MACSIS. This step occurs one to two weeks after a claim has entered the MACSIS system and only includes claims not in a “held” status. • When run, the APUPD process changes the processing status of a claim from “U” (unfinalized) to a “F” (finalized), after which it may not be modified. It will also assign the “post date” to the claim. • One week after a claim has been finalized via APUPD, it will be included on an 835 file. • <i>All MACSIS users must be out of the on-line claims functions when this process is run.</i> 	Mondays before 8am
Board Extracts	Board Extracts	<ul style="list-style-type: none"> • Each week, boards receive two flat files containing member and claim information from MACSIS for their clients. 	Saturday mornings
CKPRT	Check Print	<ul style="list-style-type: none"> • CKPRT is the second step in the accounts payable process in MACSIS. Contrary to the description, this process is NOT used to create checks sent to providers. 	Mondays before 8am

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		<p>The latter are created outside MACSIS via each Board’s County Auditor.</p> <ul style="list-style-type: none"> • This step creates a work file for the next step in the accounts payable process (CKPST) and is only necessary to complete the process in MACSIS. • MACSIS users do not need to be out of the on-line claims functions when this process is run. 	
CKPST	Check Post	<ul style="list-style-type: none"> • CKPST is the third and final step in the accounts payable process in MACSIS. It changes the processing status of a claim from “F” (finalized) to “P” (paid). It will also assign the “check date” to the claim. • Again, this process does NOT create checks disbursed to providers. It is only necessary to complete the accounts payable process in MACSIS. • <i>All MACSIS users must be out of the on-line claims functions when this process is run.</i> 	Mondays before 8 am
Claims Edit and Post	Claims Edit and Post Process	<ul style="list-style-type: none"> • All claim files received from Boards are run through MACSIS on a First In First Out (FIFO) basis. • All claim files are pre-processed through to ensure the provider has been approved to submit claims. Then the files are moved to MHHIPAA for processing through the Edit and Post process. • After all claim files have finished processing for the day, the PREDI output from those files are zipped and sent back to the Board via MHHUB1. 	<p>Monday’s beginning by 8:00 a.m. through 5:00 p.m.</p> <p>Tuesday through Friday beginning 7:30 a.m. through 5:00 p.m.</p> <p>Files received by 2 p.m. every day will usually allow the PREDI files to be received the same day, depending on claims volume.</p>

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DAS	Ohio Department of Administrative Services	<ul style="list-style-type: none"> The Ohio Department of Administrative Services (DAS) manages the State of Ohio Computer Center (SOCC) located in Columbus, Ohio, where several MACSIS-related servers are housed. DAS routinely reserves two to three Sunday evenings a month for routine server maintenance. DAS may or may not actually use the reserved downtime, but it is always prudent to plan for system unavailability during their reserved downtimes. 	Pre-designated Sundays after 6pm
MITS	Ohio Department of Medicaid	<ul style="list-style-type: none"> The Ohio Department of Medicaid sends a weekly RMF file once a week. This processing is related to Medicaid member updates. 	Between 4:30 a.m. and 10:00 a.m. Monday morning