

Please see the attached MACSIS claims processing communication from OIS. If you have any questions, please contact MACSIS Support.

MACSIS Support Desk

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MACSIS Communication–Claims EDI Processing Change July 15, 2011

Background:

Effective Friday, July 22, 2011, the Ohio Department of Mental Health (ODMH) and the Ohio Department of Drug and Alcohol Services (ODADAS) are implementing a new claims processing sequence. This processing sequence is based upon the date and time stamp attached to files submitted to ODMH for processing. The date and time stamp is determined when the Boards submit provider claims files on MHHUB. This file creation date and time stamp will be used to sort all Board submissions into a single processing directory in oldest to newest order. This directory will be used as input in the EDI claims processing sequence. Processing will begin with the oldest file received and will process sequentially until either all files are processed or a pre-determined cutoff time is reached. No file will be processed out of order. Cutoff time, while pre-determined, can change based upon other processing needs. In other words, cutoff time at the beginning of the week may be earlier than the end of the week because of additional processing requirements. No reports will be moved to the Board directories until all processing is complete for the day. In some cases that may be past normal business hours.

Currently, each Board is assigned a claims processing day. Claims processing is performed Monday through Thursday. No claims are normally processed on Friday.

This new processing sequence allows all Boards to have the potential of having files processed daily. With the implementation of this processing strategy, ODMH and ODADAS will be processing claims Monday through Friday. Should ODMH and ODADAS receive more files than can be processed on any given day, those files not processed will remain in the single processing directory and the newly received files will be appended to the directory. As a result, this single processing directory, in oldest to newest order, will be preserved.

Providers – Action Required:

The implementation of this new processing sequence changes the way provider's claims will be processed. Providers are strongly encouraged to submit their claims files daily if possible. In all cases, holding claims for submission will delay processing and potentially could impact payment.

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Boards – Action Required:

Boards should submit files daily into their Board directory on MHHUB. Multiple daily submissions of claims files will be accepted. Smaller and more frequent file submissions permits faster processing. Remember, it is possible that not all files submitted on a day will be processed the same day. Therefore it is important that Boards check their directory daily, even if they have not submitted files.

Reports of claims processed each day will continue to be returned to MHHUB in the appropriate Board directory. These reports should be downloaded on a daily basis. Board reports will remain on MHHUB for only 30 days.

Should you have any questions, please contact the MACSIS Help Desk.