

Please see the attached updated MACSIS Claims EDI Communication from ODMH-OIS. If you have any questions, please contact MACSIS Support.

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# MACSIS Communication-Claims EDI Processing Change

## July 22, 2011

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### Update:

Earlier today, the Ohio Department of Mental Health (ODMH) and the Ohio Department of Drug and Alcohol Services (ODADAS) successfully processed claims for two hours using the new processing sequence. Reports generated from this processing are now available in Board directories. As a reminder, not all Boards will have reports from today's processing as the run was limited. ODMH will be running full production using this new processing sequence beginning Monday, July 25.

### Update:

On Friday, July 22, 2011, the Ohio Department of Mental Health (ODMH) and the Ohio Department of Drug and Alcohol Services (ODADAS) will implement the claims processing sequence based upon date and time received on MHHUB. The MACSIS announcement sent on July 15 and listed below outline the changes this implementation brings to claims processing.

ODMH will process a small amount of files under this new processing sequence on Friday, July 22. Reports generated from this processing will be available in your Board directory late Friday afternoon. Not all Boards will have reports from this Friday's processing as the processing run on Friday will be extremely limited. A full day of processing will begin on Monday, July 25, 2011.

### Board Action Required - Update:

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. Please continue to work with your providers to encourage smaller file size submissions.

This week several large files have been submitted that impacted processing times. The new processing sequence requires that files be processed sequentially based upon receipt date and time. In some cases, large files can process for many hours and will impact the number of files that are processed in a day. Close monitoring of daily files processed, through put and file size will continue for several weeks. Should additional action be needed to ensure claims are processed in a timely manner, further communication will be sent.

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.

## MACSIS Communication-Claims EDI Processing Change July 20, 2011 - Continued

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.

### Provider Action Required - Update:

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

### Background - Initial:

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

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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 - Initial:

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.

### Boards - Action Required - Initial:

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.