Washington State Health Care Authority

New Job Classification Assessment Tool

For Medicaid Administrative Claiming (MAC) in local health jurisdictions

Not all job classification are included in the Centers for Medicare & Medicaid Services (CMS) approved Cost Allocation Plan (CAP). Complete this form if you have a classification that is not included in the CAP, but performs MAC activities. The Health Care Authority (HCA) Local Health Jurisdiction (LHJ) Workgroup will review and determine if the new job classification is allowed to participate in the MAC program.

Email completed forms to Jon Brogger, Healthcare Program Manager at **Jon.brogger@hca.wa.gov**, and copy(CC) Carrie Schuster, Hansine Fisher & Associates at **carrie@hfa3.org**.

1 General information

Your name _____ Date _____

Your phone number _____ Your email _____

Name of Agency (LHJ/Claiming Unit) _____ Cost Pool _____

Job Classification/Position Title _____ Subunit or Subcontractor _____

2 Questions

1. **Does this classification require the employee to have Skilled Professional Medical Professional (SPMP) education and training?**

   ☐ Yes ☐ No

2. **Does this classification directly support Skilled Professional Medical Professional (SPMP) staff?**

   ☐ Yes ☐ No

3. **Does a Skilled Professional Medical Professional (SPMP) staff directly supervise staff in this classification?**

   ☐ Yes ☐ No

4. **Is this classification responsible for program planning, project development, and /or interagency coordination of services?**

   ☐ Yes ☐ No

5. **Provide a brief description of the duties and responsibilities for this classification. Please summarize the MAC and non-MAC activities.**

3 Activities

Below is a list of the MAC activities and a brief summary of each MAC code. Please select each activity that this classification is likely to perform as part of the daily work responsibilities. See the coordinator manual for full descriptions:

☐ Medicaid Outreach (Code 1b)

Activities that inform eligible or potentially eligible individuals about Medicaid and how to access the program; such activities include bringing potential eligibles into the Medicaid system for the purpose of the eligibility process. Both written and oral methods may be used. This includes related clerical work, correspondence, and travel.

☐ Outreach to Medicaid Providers to Accept Medicaid Patients (Code 2b)

Targeted outreach activities that encourage Medicaid providers to accept Medicaid beneficiaries into their care (encouraging dentists to accept Medicaid children as their patients, for example). This includes related clerical work, correspondence, and travel. Use the Medicaid program planning code (Code 19b) when working with other agencies to increase provider participation in the Medicaid program.

☐ Facilitating Applications for the Medicaid Program (Code 3b)

Activities that assist individuals and families in the Medicaid eligibility process. This includes related clerical work, correspondence, and travel. This activity does not include the actual determination of Medicaid eligibility.

☐ Arranging Transportation for Medicaid Services (Code 6b)

Assisting individuals and families in obtaining transportation to services covered by Medicaid. This does not include the provision of the actual transportation service or the direct costs of the transportation (bus fare, taxi fare, etc.), but rather the administrative activities involved in obtaining transportation. This includes related clerical work, correspondence, and travel.

☐ Interpretation for Medicaid Services 19 Years and Over (Code 7b)

Arranging for or providing translation or interpretation services (oral and signing) for individuals 19 years and over as part of a Medicaid service. This includes related clerical work, correspondence, and travel. NOTE: Employees of or interpreters under contract to the LHJ may only use Codes 7a-7d if they meet HCA qualifications to be an "authorized interpreter".

☐ Interpretation for Medicaid Services Under 19 Years (Code 7d)

Arranging for or providing translation or interpretation services (oral and signing) for individuals under 19 years as part of a Medicaid service. This includes related clerical work, correspondence, and travel. NOTE: Employees of or interpreters under contract to the LHJ may only use Codes 7a-7d if they meet HCA qualifications to be an "authorized interpreter".

☐ Program Planning, Policy Development and Interagency Coordination Related to Medicaid Services (Code 8b)

Activities associated with the development of strategies to improve the coordination and delivery of medical, dental, and mental health services, and when performing collaborative activities with other agencies and/or providers.

Employees whose position descriptions include program planning, policy development, and interagency coordination may use this code. This code refers to activities such as planning and developing procedures to track requests for services; the actual tracking of requests for Medicaid services would be coded under Code 10b, Referral, Coordination and Monitoring of Medicaid Services. This includes related clerical work, correspondence, and travel.

☐ Medical/Medicaid Related Training (Code 9b)

Coordinating, conducting, or participating in training events regarding the benefits of Medicaid related services, and how to assist individuals and families to access such services and how to more effectively refer them for services. This includes related clerical work, correspondence, and travel.

☐ Referral, Coordination, and Monitoring of Medicaid Services (Code 10b)

Making referrals for, coordinating, and monitoring the delivery of Medicaid covered services such as medical, dental, mental health, substance abuse, or family planning. This includes related clerical work, correspondence, and travel. Activities that are an integral part of or an extension of a medical service or targeted case management (e.g., patient follow-up, assessment, counseling, education and/or consultation, and billing activities) must be reported under Code 5, Direct Medical Services.

☐ Medicaid Pediatric Immunizations Activities (Code 11b)

Activities related to the Medicaid Pediatric Immunization Program. This includes related clerical work, correspondence, and travel

☐ SPMP Activity in Support of the Medicaid State Plan (Code 12b)

Only staff that meet the criteria for Skilled Professional Medical Personnel may use this code when their skilled professional medical education and training are required to perform the activity, and the activity is in support of the Medicaid State Plan. Medicaid provides must use Code 5 (Direct Medicaid Service) when performing any SPMP activity that is integral to or an extension of direct patient care, and reimbursed through the Medicaid program.

Use when skilled professional medical education and training is required to perform medically related activities in support of the Medicaid State Plan. Includes assessing the need for or consulting with Medicaid providers about the need for and/or adequacy of an individual's medical care and treatment. Includes related clerical work, correspondence, and travel.

☐ Coordination, Claims Administration, and Oversight of MAC Programs (code 13b)

Reserved for use by the individuals designated by the LHJ to manage or coordinate components of the claiming unit's MAC program – the time surveys, invoicing, or overall program administration. This Includes initiating or responding to emails or voicemails, paperwork, clerical activities, staff travel, and training directly related to performing these activities.