



STATE OF WASHINGTON  
**HEALTH CARE AUTHORITY**

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Medicaid Administrative Claiming  
Memo: SD-03-15

May 07, 2015

**TO:** Washington School District Superintendents  
School District Business Managers  
Medicaid Administrative Claiming (MAC) Primary and Backup Coordinators

**FROM:** Alan Himsl, Unit Supervisor   
Medicaid Outreach Unit, Health Care Services

**SUBJECT:** Medicaid Administrative Claiming (MAC) Random Moment Time Study (RMTS) Claiming System Overview and Orientation Sessions

As you are aware, Health Care Authority (HCA) is in the process of developing a RMTS/claiming system for the MAC program. The new system will go live on October 1<sup>st</sup>, 2015. In order to ensure an effective and efficient transition to the new system, HCA is conducting two orientation sessions.

The purpose of the first session is to provide a general overview of the RMTS/claiming system and provide a sample demonstration of responding to a random moment.

The second session will focus on the MAC coordinator's role and responsibilities, implementation timelines, and future objectives for the startup date. Agenda items for both sessions follow:

**Session one – Wednesday, May 13<sup>th</sup>, 2015 – from 10:00am to 12:00pm – Via K20**

- RMTS overview – Implementation date: October 1<sup>st</sup>, 2015
- Participation requirements
- Identification of your MAC primary and backup coordinators
- RMTS claiming system costs
- Timelines and potential training dates
- Questions and answers

**NOTE:** Session one will be held via *k20*. If your School District would like to participate in this session, please contact *Carrie Sherman* at ESD 113 and ask to be added as a site. Email: [csherman@esd113.org](mailto:csherman@esd113.org)

**Session two – Thursday, May 21<sup>st</sup>, 2015 – from 9:00am to 12:00pm – Via Webinar**

- Role and responsibilities of the MAC primary and backup coordinators
- Information Technology (IT) requirements
- Responding to random moments
- Required narratives for documentation
- Participant list and calendar

- Questions and answers

**NOTE: Session two will be held via *Webinar*. Instructions on how to join the webinar will be provided to the MAC primary and backup Coordinators via e-mail. Please contact Aranza Granrose – Email: [Aranzazu.granrose@hca.wa.gov](mailto:Aranzazu.granrose@hca.wa.gov) phone (360) 725-1950 for information on participating in the Webinar.**

HCA acknowledges the significant role school districts play in assisting students and their families in accessing appropriate health care. We know that district staff dedicates time to helping Washington students obtain health care; by contracting with HCA for MAC, districts are assured reimbursement for these activities.

If you have any questions on either of these sessions please contact Aranza Granrose at the above email and telephone number.

cc: Medicaid Outreach Unit Staff CS, HCS