



STATE OF WASHINGTON  
**HEALTH CARE AUTHORITY**

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**Medicaid Administrative Claiming**  
**Memo SD-04-14**

June 5, 2014

**To:** Contracted School District Superintendents  
School District Medicaid Administrative Claiming Coordinators  
School District Business Managers

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

**SUBJECT: Enhanced Medicaid Administrative Claiming (MAC) Claim Review Process**

This memo is in response to concerns raised by some school districts in regards to the significantly longer period of time the Health Care Authority (HCA) is taking to review and approve MAC claims. In the past, claims were typically reviewed and approved within a week of their submission. HCA has implemented a more detailed review of all quarterly claims for the purpose of assuring accuracy and to reduce potential audit risk to both the school districts and HCA. It is our goal to have claims reviewed and approved within 30 days of receipt.

The enhanced review includes a more detailed review of time sheets as well as time entered into the School Based Claiming System. If this review results in questions concerning time recorded on time sheets or time entered into the claiming system, HCA staff will follow up with the districts for clarification. This may also result in the rejection of a claim.

There are several ways districts can ensure claims are processed as quickly as possible:

- School district coordinators and supervisors should complete a full review of MAC time sheets to ensure time submitted is accurate, and narratives adequately support the time claimed. Time or activities that appear to be excessive or inappropriate may be questioned by HCA, and will result in a processing delay.
- School districts should ensure all time recorded on the time sheets matches the time recorded in the Washington State School-Based Medicaid Administrative Claiming System
- School districts should also submit claims as soon as possible after the end of the quarter. Many school districts do not submit their claims to HCA until one year after end of the quarter.
- School districts should ensure HCA is notified immediately once they have approved a claim in the Washington State School-Based Medicaid Administrative Claiming System. Many districts fail to notify HCA they have approved a claim which can result in a significant delay in processing.
- School districts can also reduce the claim processing time by submitting the missing time report and prepaid certification with the notification email sent to HCA informing HCA that the district has approved in the system. Not sending these documents will result in a processing delay.

If you have any questions related to the memo or to MAC in general, please contact the Health Care Authority staff member assigned to your district, that list is found below:

<b>A – E</b>	<b>F – M</b>	<b>N – R</b>	<b>S – Z</b>
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Thank you for all you do for Washington’s children to help them gain access to needed medical and care.

cc: Laura Pierpoint  
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