

**MACSIS SCHEDULE DEFINITIONS and ROUTINE RUN TIMES  
(Alphabetical Order)**

<i>Acronym</i>	<i>Description</i>	<i>Explanation</i>	<i>HIPAA Regular Run Times</i>
835	Health Care Claim Payment Advice	<ul style="list-style-type: none"> <li>• 835 files are created weekly and contain remittance transactions due from boards to providers.</li> <li>• The 835 file format is a HIPAA-mandated format described at <a href="http://www.mh.state.oh.us/macsis/claims/835.claim.pay.advice.pdf">http://www.mh.state.oh.us/macsis/claims/835.claim.pay.advice.pdf</a></li> <li>• 835 files are produced by provider (UPI) by board and include only claims which were finalized via the APUPD process the prior week.</li> </ul>	Monday afternoons
APUPD	Accounts Payable Update	<ul style="list-style-type: none"> <li>• APUPD is the first step in the accounts payable process in MACSIS. This step occurs one to two weeks after a claim has entered the MACSIS system and only includes claims not in a “held” status.</li> <li>• When run, the APUPD process changes the processing status of a claim from “U” (unfinalized) to a “F” (finalized), after which it may not be modified. It will also assign the “post date” to the claim.</li> <li>• One week after a claim has been finalized via APUPD, it will be included on an 835/ERA file.</li> <li>• <b><i>All MACSIS users must be out of the on-line claims functions when this process is run.</i></b></li> </ul>	Mondays before 8am
Board Extracts	Board Extracts	<ul style="list-style-type: none"> <li>• Each week, boards receive two flat files containing member and claim information from MACSIS for their clients.</li> </ul>	Saturday afternoons
CKPRT	Check Print	<ul style="list-style-type: none"> <li>• CKPRT is the second step in the accounts payable process in MACSIS. Contrary to the description, this process is NOT used to create checks sent to providers.</li> </ul>	Mondays before 8am

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		<p>The latter are created outside MACSIS via each Board's County Auditor.</p> <ul style="list-style-type: none"> <li>• This step creates a work file for the next step in the accounts payable process (CKPST) and is only necessary to complete the process in MACSIS.</li> <li>• MACSIS users do not need to be out of the on-line claims functions when this process is run.</li> </ul>	
CKPST	Check Post	<ul style="list-style-type: none"> <li>• CKPST is the third and final step in the accounts payable process in MACSIS. It changes the processing status of a claim from "F" (finalized) to "P" (paid). It will also assign the "check date" to the claim.</li> <li>• Again, this process does NOT create checks disbursed to providers. It is only necessary to complete the accounts payable process in MACSIS.</li> <li>• <b><i>All MACSIS users must be out of the on-line claims functions when this process is run.</i></b></li> </ul>	<p>Between 6pm Monday and 8am Tuesday</p> <p>Users can assume the system will be available at 8 am unless otherwise notified.</p>
Claims Edit	Claims Edit Process	<ul style="list-style-type: none"> <li>• All claim files for a particular board are merged and run through an electronic (PREDI) edit process on a pre-designated day of the week</li> <li>• The PREDI edit process does not actually post claims into MACSIS, but rather simulates the post and creates several reports for boards to review.</li> <li>• Boards must review the reports and notify State staff within 5 calendar days if the merged claim file should be posted into MACSIS.</li> <li>• Only the PREDI edit process is noted on the schedule, since it is</li> </ul>	<p>The schedule denotes Claim Edit Groups A through C running on various days of the week. To determine which claim edit group your board falls in, refer to <a href="http://www.mh.state.oh.us/macsis/schedules/board_claim_groups.html">http://www.mh.state.oh.us/macsis/schedules/board_claim_grou ps.html</a>.</p>

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		predictable.	
DAS	Ohio Department of Administrative Services	<ul style="list-style-type: none"> <li>The Ohio Department of Administrative Services (DAS) manages the State of Ohio Computer Center (SOCC) located in Columbus, Ohio, where several MACSIS-related servers are housed.</li> <li>DAS routinely reserves two to three Sunday evenings a month for routine server maintenance. DAS may or may not actually use the reserved downtime, but it is always prudent to plan for system unavailability during their reserved downtimes.</li> </ul>	Pre-designated Sundays after 6pm
ERA	Electronic Remittance Advice	<ul style="list-style-type: none"> <li>ERA files are created weekly and contain remittance transactions due from boards to providers.</li> <li>ERA files are produced by provider (UPI) by board and include only claims which were finalized via the APUPD process the prior week.</li> </ul>	Monday afternoons
OBREV	ODJFS Pay Reversal Process	<ul style="list-style-type: none"> <li>OBREV is a process within MACSIS that records FFP (federal financial participation) payments returned from the ODJFS "Double Loop" process as well as reverses claims which were rejected by ODJFS.</li> <li>MACSIS users do not need to be out of on-line claims functions when this process is run; however Claims EDI cannot run in MHHIPAA while this function is running.</li> </ul>	<ul style="list-style-type: none"> <li>For AOD, Wednesdays starting at 6:30am and completing before 8am</li> <li>For MH, Thursdays starting before 7am</li> </ul>
OHEXT	Ohio Medicaid Extract	<ul style="list-style-type: none"> <li>OHEXT is a process that extracts Medicaid reimbursable services provided to Medicaid eligible clients from MACSIS for forwarding onto ODJFS as the first step in the "Double Loop" process.</li> <li>MACSIS users do not need to be out</li> </ul>	<ul style="list-style-type: none"> <li>For AOD, Fridays before 8am</li> <li>For MH, every other week after 5pm.</li> </ul>

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		of the on-line claims functions when this process is run.	
RA	Remittance Advice	<ul style="list-style-type: none"> <li>RA refers to the print-image or hard-copy version of the Electronic Remittance Advice, often sent to out-of-county providers. A sample copy can be viewed at <a href="http://www.mh.state.oh.us/initiatives/macsis/ra/rasample.pdf">http://www.mh.state.oh.us/initiatives/macsis/ra/rasample.pdf</a>.</li> </ul>	Monday afternoons