

# Ohio Medicaid School Program Bulletin

## HBS 2025-5

### **Topic: Who performs Medicaid Administrative Claiming (MAC) activities in your district?**

Medicaid Administrative Claiming (MAC) reimburses school districts for the administrative costs of “Referring, Coordinating, and Monitoring of students Medical, Therapy, and Mental Health Services”. We are already capturing these costs for licensed therapists such as OTs, PTs, SLPs, Psychologists, Social Workers, and Licensed Counselors. MAC reimburses for the “Care Coordination” services provided by administrative non-licensed staff such as:

Therapy Supervisor (not doing direct therapy)  
Special Education Director  
Health or Nursing Assistant  
Intervention Specialist  
Office Manager  
Program Coordinator

We are working with our time study vendor Sivic Solutions to develop a list of “Job Titles” to include in the MSP Time Study Guide. We would like to know the Job Titles of the individuals in your district that would provide the following services for your students:

- Refer adolescents for family planning services.
- Make referrals for medical, therapy, and mental health evaluations.
- Refer and schedule EPSDT screens and immunizations.
- Refer students for medical, therapy, mental health, and substance use services.
- Arrange for medical, therapy, and mental health diagnostic or treatment services.
- Gather the required information for medical, therapy, and mental health referrals.
- Participates in meetings/discussions to coordinate or review a student’s need for health-related services.
- Follows-up to ensure that a student receives the prescribed medical, therapy, and mental health services.
- Coordinate with community the medical, therapy, and mental health services for a student.
- Coordinate the completion, termination, referral required to provide continuity of care.
- Monitor and evaluate the medical components of the IEP.
- Coordinate the medical, therapy, and mental health service provision with students Managed Care Plan (MCP).

Each school district is set up differently, and we want to make certain that we have the Job Titles in the MSP rules that are consistent with whom in Ohio school districts provide MAC activities. We will be sharing more detailed information on MAC as we get the MSP Time Study Guide updated but first would like to get the correct positions identified.

Thank you in advance for your valuable input.

**What job positions/titles in your school district “Refer, Coordinate, and Monitor”  
Medical, Therapy, and Mental Health Services?**

**REPLY HERE**

If you have any questions or need further information on any of our Ohio MSP Bulletins, please contact our office at (740) 639-4218, or email at [Info@teamhbs.com](mailto:Info@teamhbs.com).

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[www.teamhbs.com](http://www.teamhbs.com)