

Medicaid Administrative Claiming (MAC) Financial Contact:

This serves as official notification that the Texas Health and Human Services Commission (HHSC) has authorized Fairbanks, LLC, to **open** the MAC Financials for the 4<sup>th</sup> quarter of federal fiscal year 2021; July-September 2021 (Q4 JS21).

The quarter will **open on January 17, 2022 and will close on March 4, 2022 at 6:00 p.m. CST.**

The HHSC trained MAC Financial Contact for your entity may log onto the State of Texas Automated Information Reporting System (STAIRS) and enter MAC financial data at any time during the above indicated time period. The close date is the last day the trained MAC Financial Contact can enter, verify, certify, and submit the MAC financial data in STAIRS. You are strongly encouraged to complete and submit your claim prior to the close date.

Please remember that certification of the MAC financial data requires that Quarterly Summary Invoice (QSI) be printed, signed, notarized, and uploaded into STAIRS.

The following resources are available to assist you.

For questions regarding the completion and submission of the MAC Financial, contact the HHSC MAC Team at (512) 462-6200 or [MedicaidAdministrativeClaiming@hhs.texas.gov](mailto:MedicaidAdministrativeClaiming@hhs.texas.gov).

For questions regarding access to STAIRS, please contact the Fairbanks Client Information Center at (888) 321-1225 or [info@fairbanksllc.com](mailto:info@fairbanksllc.com).