

NOTICE

MEDICAID ADMINISTRATIVE CLAIMING (MAC)

FFY 2023 MAC Financial Training

Training is mandatory for Primary MAC Financial Contacts

As a reminder, MAC Financial Trainings are scheduled and posted for Federal Fiscal Year 2023, which includes quarterly claim submission periods from October 1, 2022 – September 30, 2023. This training will grant access to submit MAC Financials via [Fairbanks](#) during the following quarterly submission periods:

Q1-OD22: opens 3/13/2023, closes 4/28/2023

Q2-JM23: opens 6/5/2023, closes 7/21/2023

Q3-AJ23: opens 8/28/2023, closes 10/13/2023

Q4-JS23: opens 11/20/2023, closes 1/5/2024

The posted regular training dates will begin in November 2022 and end in February 2023. More information and registration links can be found at the training webpage for each MAC provider type (scroll down to the “Register for training” section and click the “Training” dropdown under FFY 2023 to see the available dates and registration links):

ISD: <https://pfd.hhs.texas.gov/medicaid-administrative-claiming/mac-independent-school-districts-isd/mac-isd-training-information>

ECI: <https://pfd.hhs.texas.gov/medicaid-administrative-claiming/mac-early-childhood-intervention-eci-notices/mac-eci-training-information>

LHD: <https://pfd.hhs.texas.gov/medicaid-administrative-claiming/mac-local-health-districts-lhd-notices/mac-lhd-training-information>

MH/IDD: <https://pfd.hhs.texas.gov/medicaid-administrative-claiming/mental-health-intellectual-and-developmental-disability-mhidd-notices/mac-mhidd-training-information>

All MAC Financial Contacts are encouraged to sign up early to save the date. We strongly encourage multiple entity employees to attend the training. There is no limit to the number of entity employees allowed to attend, and having multiple employees trained will assist with the completion of MAC Financials in the event of employee turnover.

A few reminders (*Important*):

- Per the [Texas Administrative Code](#), a MAC Financial Training is required annually for every Primary MAC Financial Contact. This requirement will be strictly enforced for FFY 2023, with no exceptions.

- The Primary MAC Financial Contact must be an employee of the participating entity (i.e., a contracted vendor or SSA/Co-Op fiscal agent from another district cannot be listed as the primary).
- If your entity needs to update the designated Primary MAC Financial Contact in the [Fairbanks](#) system, please do so as soon as possible. Anyone with “primary” status in the system can update this role under the Manage tab in your Fairbanks Dashboard. Failure to have an updated Primary MAC Financial Contact could result in the quarterly financials not being opened for your entity, as HHSC will be using the Fairbanks system to verify Primary MAC contact training credit.
- Each MAC participating entity must ensure they sign up for the correct training for their provider type. If you work for an ISD, you must attend a MAC ISD training. If you work for an ECI, LHD, or MH/IDD, you must attend a combined MAC ECI/LHD/MHIDD training.

If you have any questions about training requirements, please contact the MAC Reimbursement Analysts at MedicaidAdministrativeClaiming@hhs.texas.gov or 512-462-6200.

For technical assistance with the Fairbanks website, please contact the Fairbanks, LLC Client Information Center at 888-321-1225 or info@fairbanksllc.com.