

**MENTAL HEALTH & RECOVERY  
SERVICES BOARD OF LUCAS COUNTY**

**MACSIS Operations**

**COQ: VII-C.1**

**Effective: 4/1/14**

**Supersedes: 10/12**

**POLICY**

It is the policy of the Mental Health and Recovery Services Board of Lucas County to adhere to OMHAS Multi-Agency Community Services Information System (MACSIS) guidelines.

**ACCOUNTABILITY**

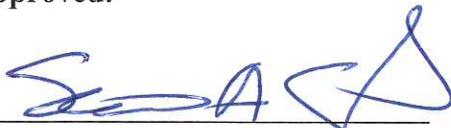
Associate Executive Director, Finance Manager, Manager of Claims and Benefits, Enrollment Specialist

**PROCEDURE**

The Board shall comply with the OMHAS MACSIS guidelines regarding:

- Residency Guidelines
- New Member Enrollment
- Membership Maintenance
- Routine Processing of Files
- Adjudication of Held Claims
- Benefits and Claims

Approved:

  
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Scott A. Sylak, Executive Director

  
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Review Date