

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Medicaid Specialist

GENERAL DESCRIPTION

The essential function of the position within the organization is to assist in developing, implement and manage Medicaid revenue reimbursement opportunities in the District in accordance with applicable rules and regulations for specialized student services provided in the school setting. The position is responsible for establishing and maintaining client and financial records, monitoring Medicaid funding and reporting data, determining eligibility for Medicaid assistance and processing account billing, providing professional and courteous service at all times, and performing related work as assigned. The position works under general supervision independently developing work methods and sequences.

Primary Duties:

The list represents the essential performed by position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Manages Medicaid revenue reimbursement programs for the District.

Prepares and assists in managing assigned budget; prepares revenue and related reports.

Develops and maintains knowledge of current Medicaid rules, statutes and government guidelines pertaining to specialized student services provided in the school setting, including but not limited to physical therapy, occupational therapy, speech therapy, nursing services, transportation and behavioral health therapy, testing and psychological reports.

Ensures program compliance with applicable laws, regulations, policies, procedures and administrative requirements.

Identifies Medicaid-eligible students and implements procedures for ongoing identification and verification of eligibility.

Administers the District's network system for billing of Medicaid using on-line system developed for approved providers.

Provides data documentation training for all District staff involved with special student services and programs.

Trains and supervises the work of personnel involved in entering student/Medicaid records; trains providers in documenting services in accordance with regulatory rules and regulations and District procedures; reviews and submits data to regulatory agencies as required.

Establishes specialized student services provider credentials and completes ACHA application processes.

Prepares and provides CPR/AED and First Aid training for all District staff.

Develops, implements and processes Medicaid surveys.

Tracks required service delivery and billing audits in accordance with Medicaid policies and procedures, and generates reports and analyses.

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Performs general administrative/clerical duties as assigned, including entering and retrieving data, preparing correspondence, copying and filing documents, answering the telephone, sending and receiving faxes.

Attends training, meetings, workshops and seminars as required to enhance job knowledge and skills.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility for achieving major economies or preventing major losses through the management of a highly complex and/or technical department.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Requires advanced algebra working with exponents and logarithms or linear quadratic equations, analytic geometry; and/or statistics, applying mathematical operations to frequency distribution and validity, analysis or variance, or correlation techniques.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads journals and manuals; composes specialized reports and business letters using proper format

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and grammar; speaks to groups of coworkers and people outside the organization.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with extremely serious impact - affects entire organization and impacts other activities/organizations and the general public; loss of life and/or damage is highly likely.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Coordinates the handling of machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a minimum of a Bachelor's degree in business, medical administration or related fields.

Master's degree in health care of related field is preferred.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Requires a valid state driver's license.

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Requires current certification in CPR and First Aide as a trainer.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires two years of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires light to medium work involving standing or walking most of the time, exerting up to 20 pounds of force on a regular basis, and considerable skill, adeptness, and speed in the use of the fingers, hands, or limbs in tasks involving close tolerances.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Director Student Services

Supervises:

N/A

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PAY GRADE: From: 133A1 To: 133P2
Number of Months: 11 Number of Days: 220 Hours: 8
Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 06/25/2008