

Job Description

Job Title: **School Medicaid Program Coordinator**
 Job Family: **Student Services**
 Pay Program: **Classified**
 Prepared/Revised Date: **March 2016**

Job Code: **1213**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 27**
 Typical Work Year: **12 months**

SUMMARY: Coordinate, implement and lead the Medicaid unit in addition to providing training to all special education staff regarding reimbursable services to Adams 12 Five Star School District. Collaborate with the consortium, state agencies and the national organization to strategize in maximizing revenue. Assist with assigning duties of administrative assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Coordinate the Medicaid office procedures and processes by providing leadership and enthusiasm for the Medicaid school health services program including but not limited to; act as liaison between the district and state entities; problem solve by gathering, analyzing and sharing data; responsible for assuring compliance with applicable laws and regulations; facilitate the tracking of licensure for school health providers and update department procedures to ensure compliance with state and federal Medicaid rules; attend required local, state and federal meetings and implement their information in the program, confer with other districts to coordinate program activities to enhance state compliance and maximize reimbursement rates. .	D	30%
2. Coordinate the random moment time study, develop training materials and tools to maximize response rate and accuracy; collaborate with district departments to obtain relevant information pertaining to state and federal reporting, program compliance and maintaining state system databases; maintain pertinent Medicaid information within the district's student information systems.	D	20%
3. Monitor budget and oversee Medicaid expenditures including but not limited to creating payment vouchers, budget transfers, remittance advices; monitor budget expenditures including auditing payroll accounts to assure compliance with regulations; attend department coordinator meetings.	W	5%
4. Establish Medicaid eligible students on a monthly basis from report received by the state; inform district health service providers and special education teachers of current Medicaid eligible students; gather and track permission to participate and release of information for Medicaid eligible students through the one-time parent consent form; assure confidentiality with FERPA, HIPPA, state and federal rules/regulations on the management of medical information; review quality assurance report received from the consortium for compliance regarding Medicaid billing.	M	7%
5. Review personal care and nursing services form for Medicaid roster compliance and billing; monitor database to track all providers, students and Medicaid billable health services compliance; coordinate with special education administrators and case managers to ensure IEP language is written for Medicaid claiming purposes; provide staff development, support and technical assistance to stakeholders including training materials, guides and forms; attend monthly nurse meetings providing updates and problem solving.	M	10%
6. Develop quarterly Medicaid direct service and administrative claiming rosters for the random moment time study; prepare and submit and reconcile quarterly cost reports; verify employees selected by the state to confirm they are not on the Office of the Inspector General Excluded Provider list; review quarterly provider reports received from the consortium to assure compliance with provider billing.	Q	15%
7. Coordinate, prepare and submit the annual cost reconciliation and CDE annual reports assuring compliance with state and federal regulations; establish checks and balances to ensure data integrity; participate in quarterly compliance reviews completed by PCG/School Health Services (HCPF); create and update the district's Local Service Plan ensuring plan is developed every five years.	A	10%
8. Perform other job-related duties as assigned.	Ongoing	3%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate’s degree or (2) two years of college courses. Two (2) additional years of similar or relevant experience may be substituted for this requirement.
- Minimum of four (4) years of general clerical experience.
- Specialized courses in and experience working with Colorado Medicaid Extended School Health Program training preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Customer service and public relations skills.
- Knowledge of basic accounting/management procedures.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with Microsoft Word, PowerPoint, Database programs and Excel
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, 10-key, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Student Support Services Executive Director	3095

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:			

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Monitor budget to ensure expenses are health related and that they do not exceed the budgeted amounts.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute				X
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	