



Job Description
Prepared/Revised Date: October 2023

Job Title:	Medicaid Compliance Specialist	Job Code:	1215
Job Family:	Student Services & Instructional Support	FLSA Status:	Non-Exempt
Pay Program:	Classified	Shift Differential:	No
Typical work year:	10 months	Pay Range:	G 10

SUMMARY: Assist the Medicaid department by providing varied and complex compliance support through database administrations, customer service and training. Accountable for quality assurance of department data, billing and documentation to the state.

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. Operate state Medicaid documenting and claiming websites. Operate District student and IEP databases. Maintain student information by reviewing IEPs for language compliance according to state guidelines. Enter Medicaid one-time parent consents into district student databases when received.	D	50%
2. Collaborate with coordinator to manage training Medicaid roster personnel. Support District SPED teams and providers to appropriate documentation of reimbursable services. Monitor Medicaid Random Moment Time Study compliance and collaborate with Medicaid department personnel when needed.	D	25%
3. Develop, maintain, and monitor compliance with the School Medicaid Reimbursement Program according to the Colorado Health Services Medicaid policies and regulations. Ensure accuracy with documenting and maximize the process efficiently.	M	10%
4. Monitor electronic documentation of personal care services into state documenting website for compliance with IEP services. Assist Medicaid department personnel in the maintenance of a variety of confidential accounts including gathering documentation for state program reviews/audits.	M	10%
5. Review monthly specialized transportation report to ensure all documentation has been completed for transportation claiming. Attend all HCPF, CDE, PCG, Consortium, and department trainings/meetings throughout the year, if applicable.	M	3%
6. Perform other duties as assigned.	D	2%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of three (3) years of general office, secretarial, or special education experience.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to travel among district facility locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced knowledge of MS Office products.
- Keyboarding skills.
- Basic math skills.
- Ability to maintain confidentiality in all aspects of position.
- Ability to multi-task with interruptions.
- Ability to manage multiple priorities.
- Ability to speak in front of large groups of people.
- 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, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences. Willingness to contribute to cultural diversity for educational enrichment.
- 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:

- Normal office equipment such as personal computer, printer, copier, fax, phone system and email.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	School Medicaid Program Coordinator	1213

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	None		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

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 and fingers to handle and/or feel				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			
51 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	

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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.	X
Close vision (clear vision at 20 inches or less)	
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	X
Moderate	
Loud	
Very Loud	