

LYON COUNTY SCHOOL DISTRICT

Administrative Secretary Medicaid Billing

Job Group: Clerical

Classification: Classified

Terms of Employment: Pay Grade 25 on the Classified Salary Structure (12 month)

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY: Under the supervision of the Special Services Data Manager, this position will be responsible for completing all office functions related to Medicaid billing for reimbursement of school-based services for students on Individualized Educational Programs (IEPs).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Implement and maintain the student database for the services that are Medicaid eligible, e.g. speech, occupational therapy, physical therapy, nursing and psychological services.
2. Collect and monitor therapy logs on a regular (at least monthly) basis, update student records in database system.
3. Process the paperwork for Doctor's Authorizations for medically necessary services in IEPs and 504s.
4. Duplicate, distribute, label, organize, file, and mail various logs, materials, and records.
5. Assist in coordinating and attend child find screenings.
6. Compile, organize, and consolidate statistical data; as well as purge material and information in accordance with policy and procedures, and established record retention schedules.
7. Monitor IEP database to ensure IEPs are current, archived, and reflect services in a manner consistent with state requirements and Medicaid billing criteria.
8. Cross check services listed in the IEP with services logs used for Medicaid billing.
9. Assist staff in troubleshooting issues with logging and how to log in the IEP database.
10. Process IEP referrals and Early Intervention Transitions on a weekly basis to ensure accuracy and completeness.
11. Scan records into the electronic record storage system to ensure student records are accessible for Medicaid billing, referrals and/or Special Education Services, as appropriate and required.
12. Process Special Education Record Requests for exiting students.
13. Work with third-party biller to determine if a child has been added to the Medicaid eligible list in order to complete accurate billing.
14. Serve as the district liaison regarding Nevada Medicaid and third party billing.
15. Assist in providing customer service to parents, staff and other stakeholders regarding the Special Services Office.
16. Other duties as assigned and as appropriate.

POSITION EXPECTATIONS:

1. Ability to work collaboratively and effectively with the state Medicaid office, third party billing agent, central office staff, principals, school secretaries, related services staff, and physicians.
2. Ability to learn Medicaid billing requirements and perform the necessary function to manage the billing process independently.
3. Ability to interpret and apply oral and written instructions.
4. Ability to read and understand student IEPs and referral process.
5. Ability to search the district electronic IEP database and print out pertinent information as it relates to Medicaid.
6. Ability to learn the district's service provider's service logging system to provide technical assistance to service providers as needed and as necessary.

7. Ability to perform several tasks, determine priorities, and demonstrate initiative as it relates to the Medicaid billing process.
8. Ability to learn to enter data and update the IEP database.
9. Ability to process and scan student records into the electronic database.
10. Ability to complete or learn simple word processing functions, e.g. Word, Excel
11. Possess physical and mental stamina commensurate with the responsibilities of the position.
12. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, students, and the community.
13. Regular and consistent punctuality and attendance are essential functions of the job.

POSITION REQUIREMENTS:

Education and Training:

1. High school diploma.
2. Experience and working knowledge of principles and practices involving special education programs and services, state and federal compliance regarding IEP development, detailed knowledge and experience with student's Individualized Educational Program (IEP) process, and specifically related services. Baseline knowledge of Medicaid's eligibility process and the Medicaid Service Manual 2800, SBCHS Chapter. Understand the requirements of confidentiality of records under the Family Rights and Privacy Act (FERPA).

Licenses and Certifications: Must have the ability to complete:

1. Medicaid required training and attend all special services training as it pertains to IEP development, IEP data entry.

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and sit for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer. Must have the ability to lift 50 pounds to waist height (occasional responsibility).

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions:

This is a Central Office position that will be performed under the direct supervision of the Director of Special Services. As such, this position will be located within the district office in which the primary work duties will be performed at a desk using a keyboard, scanner, or other such electronic devices in a designated workspace. Some duties will require transporting records to the physician for review and signature, school site visits, and travel to required training.

Hazards: Stress, anxiety possibly due to billing deadlines; some driving in inclement weather.

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

| ESSENTIAL FUNCTION | LESS THAN 25% OF TIME | 25% TO 49% OF TIME | 50% TO 74% OF TIME | 75% TO 100% OF TIME |
|--|------------------------------|---------------------------|---------------------------|----------------------------|
| Sitting | | | X | |
| Standing | X | | | |
| Walking | X | | | |
| Bending/Stooping/ Squatting/Twisting | | | | |
| Crawling | | | | |
| Kneeling | | | | |
| Reaching above of body | X | | | |
| Reaching away from body | X | | | |
| Climbing Stairs | | | | |
| Climbing while working (ladder, stools, roofs, poles) | | | | |
| Balancing | | | | |
| Lifting &/Or Carrying objects: | | | | |
| 50 Pounds or 1/3 Bodyweight | | | | |
| Pushing | | | | |
| Pulling | | | | |
| Grasping/ Gripping | | X | | |
| Handling | | | | |
| Applying Torque (arms) | | | | |
| Fine Manipulation | | | | |
| Repetitive Work | | | X | |
| Weight Bearings | | | | |
| Typing, Keyboarding, or Entering Data | | | X | |
| Computer Monitor/ CRT | | | X | |
| Driving a Vehicle | X | | | |
| Working Alone | | | | |
| Operating Machinery or Equipment: | | | | |
| Heavy Equipment | | | | |
| Vibrating Equipment | | | | |
| Power Tools | | | | |
| Machine/Electrical Hazards | | | | |
| Ladders ≥ 6 Feet | | | | |
| Personal Protective Equipment | | | | |
| Respirator Use | | | | |
| Work Conditions: | | | | |
| High Noises | | | | |
| Heights | | | | |
| Confined Spaces | | | | |
| Heat Stress | | | | |
| Cold Stress | | | | |
| UV Exposure | | | | |
| Hazardous Chemical/Waste | | | | |
| >8 Hrs Day | | | | |
| Overtime/Irregular Hrs | | | | |
| Senses: | | | | |
| Eyes | | | | |
| Visually Demanding Work | | | | |
| Near Vision | | | X | |
| Far Vision | | | | |
| Depth Perception | | | | |
| Basic Color Discrimination | | | | |
| Hearing Protection | | | | |
| Speech Discrimination | | | | |
| Audio Alarms | | | | |

| | | | | |
|------------------|--|--|--|--|
| Ability to Smell | | | | |
|------------------|--|--|--|--|

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____