



SECRETARY

ASSISTANT - MEDICAID

JOB DESCRIPTION

JOB TITLE: Assistant Medicaid
REPORTS TO: Director of Special Education
LOCATION: Central Office | ESS

FLSA STATUS: Non-Exempt
PAY GRADE: CLS-15
DAYS: 260
JOB ID & DATE: CLS-29, September 2023

JOB PURPOSE SUMMARY

The Medicaid Assistant plays a pivotal role in the school district by managing the submission of claims for reimbursement for Medicaid-eligible services. This position is responsible for safeguarding student record confidentiality and ensuring compliance with state and federal regulations related to Medicaid billing. The Medicaid Assistant is also involved in training, documentation, and maintaining accurate records to support the Medicaid billing process.

REQUIREMENTS

Education Level Details

High school diploma or equivalent is required.
Post-secondary education or coursework in office administration or a related field is preferred.

License or Certification

Certification as a Paraprofessional or substitute license preferred

Work Experience Required

Prior experience in an administrative role, preferably in an educational or office setting

Three to five years of data entry experience, preferably in a school business or special education environment highly preferred

Other Skills and Abilities Required.

Knowledge of special education and related services within a school district.

Familiarity with Medicaid billing processes and the Medicaid definition of billable services.

Knowledge of Medicaid-required random moment time studies (RMTS) and eSHARS system preferred.

Proficiency in using software to create spreadsheets and databases, as well as word processing.

Strong keyboarding, file maintenance, and 10-key skills.

Experience with data entry and record keeping.

Excellent organizational, communication, and interpersonal skills.

Problem-solving skills.

Detail-oriented with the ability to meet established deadlines.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Identify and provide training to employees delivering services under the Student Health-Related Services (SHARS) program and the Medicaid Administrative Claiming (MAC) program.
- Maintain the participant list for the SHARS and MAC programs, ensuring accuracy and completeness.
- Compile and maintain accurate records pertaining to personnel funded through federal grants, including time and effort documentation.
- Generate reports detailing changes in staff, contract labor, and vacant positions on the Participant list, along with reasons for the changes. Submit these reports to the Grant Accountant, typically at the close of each participant list period.
- Complete required training for Random Moment Time Studies (RMTS), MAC, and SHARS to stay informed of program requirements.
- Maintain the SHARS/MAC job category coding in the Student Information System.
- Identify students eligible for SHARS and ensure proper documentation.
- Reconcile remittance and status reports to track billing accuracy.
- Collaborate with the Finance Department to complete and submit the quarterly certification of funds.
- Provide training to participants in random-moment time study procedures and monitor their compliance, documenting compliance as required.
- Conduct routine audits of billing activity to identify and rectify discrepancies.
- Generate and provide required reports to the third-party administrator.
- Monitor and maintain documentation of provided services and activities to support Medicaid billing.
- Assist in the development and submission of required Medicaid reports.
- Assist district personnel in documenting Medicaid billable services accurately.

- Act as a liaison between the district and third-party administrator's program staff to facilitate communication and resolve issues.
- Maintain strict confidentiality regarding student records and personal information.
- Provide backup support to other staff in the department as needed.

Other

- Perform other duties as assigned.
- Participate in training and professional development activities as required by the school district.

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in offices, hallways, gyms, classrooms, bathrooms, shops, playgrounds, cafeterias, portable buildings and pool environments. The employee may be required to work from a remote location in the event of a district shut-down or other event. Employees may be required to work evenings and weekends and attend events where community members are in attendance.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____
Signature: _____

Employee ID Number: _____
Date: _____