

TITLE: ACCESS/Payroll Coordinator

DATE: April 28, 2010

REVISED: August 13, 2014

REVISED: September 23, 2015

REPORTS TO: Director of Business Services **APPROVED BY:** Board of Directors

JOB SUMMARY: The ACCESS Coordinator will be responsible to coordinate and gather information necessary to bill ACCESS for partial reimbursement of funds used for special education students in Early Intervention and School Age special education programs who have health related education services in a manner that is professional, diplomatic and in compliance with confidentiality requirements and to monitor, supervise and oversee payroll.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Verify Medical Assistance eligibility for the Midwestern Intermediate Unit IV's Special Education population and Early Intervention Program as well as identify students who have on-going health-related services in their Individualized Education Programs (IEP).
2. Collect Parental Consent Letters concerning Midwestern Intermediate Unit IV's intent to bill Medical Assistance. Assist callers with basic inquiries concerning this process.
3. Ensure the completion of the Medical Practitioner Authorization Form.
4. Liaison between service providers (Midwestern Intermediate Unit IV and contracted agency staff), district staff, Midwestern Intermediate Unit IV administrative staff, the State Provider and third party administrator.
5. Verify provider qualifications of the School Based ACCESS Program and submit claims from providers who meet the required qualifications.
6. Monitor state and federal law impacting Medicaid, the ACCESS program, and special education operations within the Midwestern Intermediate Unit IV, and monitor the ACCESS Program for compliance with established rules and regulations.
7. Maintain service logs for students and providers, and for all related service evaluations.
8. Submit claims to the State Provider on a timely basis.
9. Monitor, appoint and certify time study and year-end cost reconciliation.
10. Print and review monthly management reports from School-Based ACCESS Program system, including ACCESS Program Status Reports and accompanying schedules, and distribute as needed. Complete analysis and participate in bi-monthly administrative reviews for Early Intervention and School Age Programs
11. Maintain ACCESS files for students in accordance with current laws and regulations.
12. Distribute, collect, review and submit Administrative Time Study Participation forms.

13. Submit cost information to the State Provider for staff participating in the time study.
14. Maintain current knowledge of the School-Based Access Program by attending regional and participant's meetings.
15. Maintain communication with staff concerning changes and updates to the School-Based Access Program, and schedule staff training as necessary.
16. Monitor, supervise and oversee all payroll functions.
17. Perform other duties as assigned by the Director of Business Services, Director of Special Education and/or Director of Human Resources.

QUALIFICATIONS:

- Associate's Degree in business management, accounting and/or finance OR ten (10) years experience in payroll processing.
- Knowledge of special education Individuals with Disabilities Education Act (IDEA) regulations and Pennsylvania State Chapter 14 Special Education Regulations
- Knowledge of Pennsylvania School-Based Medical ACCESS
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing or moving throughout the work environment

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office environment
- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

COGNITIVE ABILITY:

- Ability to communicate effectively

- Must possess computer skills
- Ability to organize tasks
- Ability to handle multiple tasks

SPECIFIC SKILLS:

- Must possess computer skills
- Ability to operate various technology equipment
- Ability to operate various office equipment
- Must appropriately handle confidential information
- Must possess excellent verbal and written communication skills

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)