



Medicaid Secretary

Purpose Statement

The job of Medicaid Secretary is to perform tasks related to the management of Medicaid policies and procedures, provide general Medicaid support to administrators and providers, and act as a liaison between Bismarck Public Schools (BPS), a contracted Medicaid Billing Company, and the North Dakota State Medicaid office.

Supervisory Relationship

Reports to: Director of Student Support Services

Essential Functions

- **Policy Support:** Assist in writing and implementing district-wide policies and procedures regarding Medicaid.
- **Documentation:** Maintain and update Medicaid documentation.
- **Provider Support:** Assist providers with completing Medicaid paperwork and billing processes.
- **Meeting Participation:** Actively participate in meetings with contracted and state employees regarding Medicaid-specific content.
- **Software Utilization:** Use computer software to ensure Medicaid procedures operate accurately and efficiently.
- **Fiscal Consultation:** Consult with district accounts payable and accounts receivable to understand the fiscal aspects of Medicaid billing.
- **Legal Documentation:** Secure legal documents associated with Medicaid billing, such as releases of information and consents.
- **Confidentiality:** Adhere to all FERPA and HIPAA confidentiality procedures as outlined by federal, state, and local laws.
- **Compliance:** Ensure compliance with all Medicaid policies and procedures.
- **Reporting:** Prepare a variety of reports and related documents to provide documentation and information to others.
- **Training:** Provide training to BPS staff regarding Medicaid billing procedures.
- **Research:** Research new Medicaid rules and regulations.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** Maintain prompt and consistent attendance.
- **Perform Other Duties:** Carry out additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Plan and organize projects.
- Prepare and manage accurate records.
- Operate standard office equipment.
- Utilize pertinent software applications.
- Use logic and reasoning to solve problems.
- Be aware of others' reactions and understand why they react as they do.
- Stay updated on technical tasks with potential need to upgrade skills to meet changing job conditions.

Knowledge

- Basic research practices.
- Personnel practices within a school district environment.

- Laws, legal codes, and regulations as they apply to school-based Medicaid.

Abilities

- Oral comprehension and expression.
- Written comprehension and expression.
- Combine pieces of information to form general rules and/or conclusions.
- Recognize when something is wrong or is likely to go wrong.
- Work flexibly with others and manage multiple tasks.
- Communicate effectively and work as part of a team.
- Adapt to changing work priorities and maintain confidentiality.

Responsibility

Responsibilities include working under direct supervision using standardized routines. The role requires collaborating with various departments, ensuring timely and accurate processing of Medicaid claims, and continuously improving Medicaid-related procedures.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations and under conditions with minimal exposure to risk of injury and/or illness.

Experience

3-5 years of experience in an administrative assistant/secretary role is required. Medical/Medicaid-specific knowledge is preferred.

Education

At least 2 years of college coursework satisfactorily completed.

Clearances

Criminal fingerprint/background check

FLSA Status

Non-Exempt

Salary Grade

SM