

Job Title: **Medicaid Program Assistant**  
 Job Family: **Student Support Services**  
 Pay Program: **Classified**  
 Typical Work Year: **10 months**

Job Code: **070714**  
 FLSA Status: **Non-Exempt**  
 Shift Differential: **No**  
 Pay Range: **G13**

**SUMMARY:** Responsible for assisting the Medicaid department by providing varied and complex support through database administration, compliance, 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. Frequency and percentage of time may vary based on assignment.*

Job Tasks	Frequency	% of Time
1. Verify and update all three state Medicaid eligibility, documentation and claiming websites. Verify and update district managed student information and IEP databases. Maintain student information to facilitate direct service provider documentation and management of their caseloads in the state documenting website. Maintain all student files for future review and audit by the state of Colorado.	D	25%
2. Monitor and ensure maximum response to the federal mandated Random Moment Time Study, ensuring a minimum compliance rate of 85% through the state monitoring website.	D	15%
3. Collaborate with coordinator to assist with training and support through the district for SPED teams and providers of Medicaid-related care as it relates to appropriate documentation of reimbursable services. Ensure accuracy with documenting and maximize the process efficiently.	D	15%
4. Maintain a tracking process to ensure Medicaid documentation and claiming is completed accurately, timely, and in compliance with the Colorado School Health Services Medicaid policies and regulations. Analyze data received from the state regarding quality assurance and submission review reports.	M	15%
5. Serve as the subject matter expert on the ezEdMed system and provide technical assistance to employees.	D	10%
6. Track and accurately monitor confidential department licensing requirements for providers on direct service Medicaid roster using the CDE, DORA, and ASHA websites. Maintain, review, and update Medicaid one-time parent consent forms for all students. Review student IEPs for language compliance according to state guidelines. Monitor nurse delegation records for documentation and compliance with IEP services. Assist coordinator in the maintenance of a variety of confidential accounts, including gathering documentation for state program reviews/audits.	W	10%
7. Communicate with Health Care Policy and Financing (HCPF), Colorado Department of Education (CDE), and the Adams 12 Medicaid reimbursement program billing agent to develop, maintain, and monitor compliance with the School Medicaid Reimbursement Program rules and regulations. Attend all HCPF, CDE, PCG, Consortium and department trainings/meetings throughout the year.	D	5%
8. Collaborate and maintain a positive working relationship with the Grant Account assigned to the Medicaid Program. As requested by the Grant Accountant, provide information necessary to complete financial reporting and reconciliation tasks.	M	1%
9. Assist the Medicaid Coordinator with coordination, membership, and meeting minutes for the local advisory committee and implementation team.	A	1%
10. Perform other job-related duties as assigned.	Ongoing	3%
<b>TOTAL</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Associates Degree or equivalent preferred. High School Diploma or equivalent required.
- Courses in business or vocational school in business administration, budgets/accounting, office management equivalent to one year of college. Additional relevant related experience may be substituted for this educational requirement.
- Must be a minimum of 18 years old.
- Minimum of five years of experience in clerical and office support.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- 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.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security 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.
- 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.
- Advanced knowledge of MS Office products.
- Extensive knowledge of database management including knowledge of queries and data analysis.
- Excellent keyboarding skills.
- Basic math skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- 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

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- 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
<b>Reports to:</b>	School Medicaid Program Coordinator	1213

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- None

**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			
	Non	Under	1/3 to 2/3	Over
Stand		X		
Walk		X		
Sit				X
Use hands and fingers, handle and/ or feel				X
Reach with hands and arms				X

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of</b>			
	<b>Non</b>	<b>Under</b>	<b>1/3 to 2/3</b>	<b>Over</b>
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of</b>			
	<b>Non</b>	<b>Under 1/3</b>	<b>1/3 to</b>	<b>Over 2/3</b>
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds	X			
51- 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of</b>			
	<b>Non</b>	<b>Under</b>	<b>1/3 to</b>	<b>Over</b>
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute				X
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile				X
Negotiate	X			

<b>WORK ENVIRONMENT:</b>	<b>Amount of</b>			
	<b>Non</b>	<b>Under</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
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	X

<b>NOISE LEVEL:</b>	<b>Exposure</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	