



---

**Job Title:** Clerk V – Medicaid

**Supervisor:** Director of Health & Safety Services

**Terms of Employment:** 205 days

**Job Summary:**

To seek the maximum reimbursement from Medicaid by following policies and procedures relating to Special Education and school-based Medicaid programs.

**Essential Duties:**

1. Maintain system for Medicaid eligible/ineligible students that indicate receipt of Medicaid document for students served by Related Service Providers and other Medicaid programs.
2. Knowledge of HIPPA and FERPA regulations.
3. Maintain a filing system for Medicaid eligible/ineligible students.
4. Process quarterly Medicaid reports for Related Service Providers, Nursing and RBHS.
5. Assure compliance with local, state and federal regulations governing Medicaid.
6. Handle Medicaid correspondence daily.
7. Procure maximum funds for the Medicaid program.
8. Provide new and effective ways to update Medicaid service and gain knowledge on the Medicaid Program by attending workshops, conferences, meetings, etc. as provided.
9. Communicate with District staff daily to assure that all data related to Medicaid documents is completed in a timely manner.
10. Participate in quarterly and annual Medicaid audits and internal audits to be reported to the State Department of Education.
11. Serve as liaison to Medicaid billing agencies.

**Other Duties:**

Performs other tasks and assumes other responsibilities as may from time to time be assigned by the Director of Health & Safety Services.

**Job Specifications:**

Performance of this position will be evaluated in accordance with provisions of the District's policy on the evaluation of support personnel.

**Minimum Qualifications (Knowledge, Skills and Abilities Required):**

1. Bachelors Degree Preferred.
2. Demonstrates technical aptitude necessary to learn state and district support software applications.



3. Proficient user of computers, Microsoft Office, Microsoft Excel, Working knowledge of Microsoft Access and other computer software in use by the District.
4. Previous clerical experience in related areas.
5. Understanding of insurance and Medicaid preferred.
6. Knowledge of HIPPA and FERPA regulations preferred.
7. General knowledge of IEP or Special Education procedure preferred.
8. Such alternatives to the above qualifications as the Administration and/or Board may find appropriate and acceptable.

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Pay Grade: 106**

Please click [here](#) for salary scales.

***This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.***

*Revised 10-20-2025*