

LYON COUNTY SCHOOL DISTRICT

Administrative Secretary Medicaid Billing

Job Group: Clerical

Classification: Classified

Terms of Employment: Pay Grade 25 on the Classified Pay Structure (12 month, 8 Hour Paid Workday)

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY: Under the supervision of the Special Services Data Manager, this position is responsible for completing all office functions related to Medicaid billing for reimbursement of school-based services for students on Individualized Educational Programs (IEPs). This position assists with data entry and reports. This position works under the direct supervision of, and is evaluated by, the Special Services Data Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Implement and maintain the student database for the services that are Medicaid eligible, e.g. speech, occupational therapy, physical therapy, nursing and psychological services.
2. Collect and monitor therapy logs on a regular (at least monthly) basis, update student records in the database system.
3. Process the paperwork for Doctor's Authorizations for medically necessary services in IEPs and 504s.
4. Duplicate, distribute, label, organize, file, and mail various logs, materials, and records.
5. Assist in coordinating and attend child find screenings. Take calls when the School Psychologist Secretary is not available regarding child find screenings and relay the information to the appropriate area School Psychologist Secretary.
6. Compile, organize, and consolidate statistical data; as well as purge material and information in accordance with policy and procedures, and established record retention schedules.
7. Monitor IEP database to ensure IEPs are current, archived, and reflect services in a manner consistent with state requirements and Medicaid billing criteria.
8. Cross check services listed in the IEP with services logs used for Medicaid billing.
9. Assist staff in troubleshooting issues with logging and how to log in the IEP database.
10. Process IEP referrals and Early Intervention Transitions on a weekly basis to ensure accuracy and completeness.
11. Scan records into the electronic record storage system to ensure student records are accessible for Medicaid billing, referrals and/or Special Education Services, as appropriate and required.
12. Process Special Education Record Requests for exiting students.
13. Work with a third-party biller to determine if a child has been added to the Medicaid eligible list in order to complete accurate billing.
14. Serve as the district liaison regarding Nevada Medicaid and third party billing.
15. Assist in providing customer service to parents, staff and other stakeholders regarding the Special Services Office.

16. Regular and consistent punctuality and attendance.
17. Assist with other related duties as assigned by the Special Services Data Manager or Executive Director of Special Services.

POSITION EXPECTATIONS:

1. Ability to work collaboratively and effectively with the state Medicaid office, third party billing agent, central office staff, principals, school secretaries, related services staff, and physicians.
2. Ability to learn Medicaid billing requirements and perform the necessary function to manage the billing process independently.
3. Ability to interpret and apply oral and written instructions.
4. Ability to read and understand student IEPs and referral process.
5. Ability to search the district electronic IEP database and print out pertinent information as it relates to Medicaid.
6. Ability to learn the district's service provider's service logging system to provide technical assistance to service providers as needed and as necessary.
7. Ability to perform several tasks, determine priorities, and demonstrate initiative as it relates to the Medicaid billing process.
8. Ability to learn to enter data and update the IEP database.
9. Ability to process and scan student records into the electronic database.
10. Ability to complete or learn simple word processing functions, e.g. Word, Excel
11. Possess physical and mental stamina commensurate with the responsibilities of the position.
12. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, students, and the community.
13. Baseline knowledge of Medicaid's eligibility process and the Medicaid Service Manual 2800, SBCHS Chapter. Understand the requirements of confidentiality of records under the Family Rights and Privacy Act (FERPA).
14. Experience and working knowledge of principles and practices involving special education programs and services, state and federal compliance regarding IEP development, detailed knowledge and experience with student's Individualized Educational Program (IEP) process, and specifically related services.

POSITION REQUIREMENTS:

Education and Training:

1. Must possess a high school diploma or equivalent.

Licenses and Certifications: Must have the ability to complete

1. Must have the ability to complete Medicaid required training and attend all special services training as it pertains to IEP development, IEP data entry.

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and sit for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer. Must have the ability to lift 50 pounds to waist height (occasional responsibility).

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORK ENVIRONMENT:

Strength: Sedentary/Light - Exert force to 25 lbs., occasionally; or negligible amount of force to frequently lift, carry, push, pull, or move objects.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate noise to loud for occasional to frequent time periods.

Hazards: Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting				X
Standing	X			
Walking	X			
Bending/Stooping/ Squatting/Twisting	X			
Crawling				

Kneeling				
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight	X			
Pushing				
Pulling				
Grasping/ Gripping		X		
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work			X	
Weight Bearings				
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/ CRT			X	
Driving a Vehicle	X			
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure				

Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes				
Visually Demanding Work				
Near Vision			X	
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination				
Audio Alarms				
Ability to Smell				

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Supervisor Signature: _____ Date: _____