

**Roswell Independent School District
Job Description**

Job Title: MEDICAID PROGRAM SPECIALIST

Reports To: ASSISTANT SUPERINTENDENT FOR SPECIAL SERVICES

General Job Description:

Under general direction, identify eligible participants and coordinate appropriate services.

Essential Duties and Responsibilities:

1. Identify and/or recruit eligible participants for program services according to program guidelines. This consists of checking date for Medicaid eligibility by calling their 800 number or checking eligibility online on the web page for ACS.
2. Distribute promotional and regulatory materials both to encourage and announce available programs.
3. Arrange meetings, training sessions and conferences to determine extent of services required, initial placement and/or required reports and forms.
4. Ensure that services are arranged and provided as required by the program guidelines.
5. May be required to do home-visits to determine level of services or eligibility.
6. Ensure all permission forms and reports are submitted with accurate information and with appropriate approvals.
7. Compile and ensure accuracy of documents and counts used as determination of funding or for billing purposes through the use of data bases or other electronic filing systems.
8. Produce articles, handouts or other information regarding the Medicaid program.
9. Receive and research complaints and refer to the appropriate individual.
10. Attend training programs to maintain knowledge of current regulations and accepted procedures held by the State, the Medicaid Advisory Council, or ACS.
11. Must be able to obtain parent permission and a physician signature in order to bill for any services.
12. Prepare and distribute paperwork for direct billing and administrative billing clinicians each month.
13. Follow up with Medicaid participants for direct billing and administrative billing, keeping constant track of billings that clinicians have turned into the office.
14. Ensure reports are submitted with accurate information and with appropriate approvals.
15. Work with finance and business department to compile information on salaries and district expenditures for preparation of administrative claims to be sent to the state, send employee file writer to state along with the student enrollment for each quarter.
16. Compile and ensure accuracy of document obtained from clinicians and counts used for billing purposes through the use of databases or other electronic filing systems, each direct billing is checked for proper billing.
17. Complete HCFA 1500 forms for electronic billing.
18. Follow up on direct services billing, checking the Remittance Advice, re-billing or file an AVRF for corrections.
19. Keep track of clinician licenses/expiration dates.
20. Apply for provider number for new clinicians.
21. Must maintain direct billing (only those that were actually billed), Administrative billings and any other type of paperwork related to Medicaid for six years.
22. May be required to attend or arrange special functions, including luncheons, award ceremonies or social service projects involving schools and/or students. Assist with preparation, assembling, and distribution on information for the Board.
23. Computer systems, including data bases and word processing programs such as Microsoft Word and Excel.
24. Knowledge of media processes, including deadlines and public service announcement procedures.
25. Personal and professional task management through the use of technology.
26. Filing and answering phone calls.
27. Maintain confidentiality with sensitive matters.
28. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
29. Report to work on time and work no less than 7 hours per day.
30. Work independently with very little supervision.
31. May be required to perform other related functions/duties as assigned by your supervisor.

MEDICAID PROGRAM SPECIALIST (CONT'D)

Supervisory Responsibilities:

None

Qualifications:

1. High School diploma or GED
2. Two years' experience in a federal or state funded program in which the individual was responsible for processing applications and monitoring participation.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date