



JOB DESCRIPTION

JOB TITLE: Medicaid Clerk IV

Position Type: Classified	Department: Student Support Services
Salary Schedule: Classified	Reports to: Director of Student Support Services
Salary Range: Range 26	Location: District Office
Term of Employment: 12 months	Date: March 21, 2022
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Obtains financial data for use in maintaining accounting records for Medicaid in Public Schools by performing the following duties.

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.

ESSENTIAL FUNCTIONS:

- Maintains accurate and current roster of all personnel eligible by school including NPI numbers, students served, billing records by month and audit material for certification.
- Assists in training new and ongoing Medicaid/Open Care related staff.
- Assists in acquiring certification requirements and NPI numbers for all Medicaid/Open Care providers.
- Coordinates all program aspects of DSC including training participants, preparation of training materials, monitoring and submitting to PCG a semi-annual roster of all district students. Submits to PCG a quarterly roster of staff that provides Medicaid Administration services.
- Prepare and participate in program audit to ensure compliance as well as maintains contact with district. Attends trainings and informational meetings as necessary.
- Creates and maintains spreadsheet or database records for Medicaid/Open Care billing.
- Records and tracks Medicaid/Open Care billing and denied and pended claims.
- Seeks parental signatures for third party liability billing.
- Completes necessary communication and correspondence to resolve Medicaid/Open Care problems.
- Records and resolves the reporting of special education students for the proper payment of specials weights to the district from the Arizona Department of Education.

- Assists with resolving problems and maximizes proper reporting of students with special funding weights.
- Maintains an accurate list of all special education programs by school.
- Coordinates/maintains CPR/First Aid training and certifications for aides.
- Assist district staff on submitting monthly service claims for the previous month, by the 10th of the following month.
- Maintains All Staff Pool rosters for RMTS
- Completes Annual and Quarterly MAC financial reports for PCG
- Maintains confidentiality when dealing with students and district provider information.
- Maintains all supporting documentation for reimbursement claims.
- Acts as a liaison with Billing services, PCG and Deer Valley Staff.
- Arranges training sessions/meetings with appropriate agencies.
- Be proficient with Excel/Word and Google software programs. AHCCCS database a plus.
- Be proficient and professional in all communications.
- Be organized and proficient in creating and maintaining both written and computerized files.
- Reviews billing submissions from providers, in a timely manner for accuracy and audit readiness.
- Submits billing to billing agency and assists with resolving any problems.
- Assists with providing advice and reports to Medicaid/Open Care contractor on ways to maximize Medicaid/Open Care revenues and problems that need to be resolved.
- Keeps current on all changes to Medicaid/Open Care laws and policies.
- Keeps all involved parties informed of these changes.
- Participates in the development of a monthly Medicaid/Open Care newsletter.
- Provides necessary coordination with auditors.
- Other related duties as assigned

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- Supervision of Parapros –DSC billing/CPR and First Aid registrations with AHCCCS
- DSC billing/MAC training all Medicaid providers

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.

- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or more up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.