

Medicaid Account Specialist and Health Insurance Clerk

Reports to: Supervisor of Elementary Education
and Director of Testing

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs a full range of tasks including collaboration, documentation and reporting, in support of the Scott County Public Schools Medicaid/FAMIS program. Serves as the primary point of contact for all Medicaid program activities.

ESSENTIAL FUNCTIONS:

- Develops procedures pertaining to Medicaid documentation and reimbursement and ensures compliance;
- Develops procedures for identification of Medicaid-eligible students;
- Interfaces with staff to obtain parental consent forms;
- Interfaces with federal, state, local and private agencies to obtain information about eligible students;
- Prepares, maintains and reviews all student Medicaid files;
- Analyzes documentation in case files for accuracy, follow-up and changes in status
- Coordinates all billable services (i.e. skilled nursing; psychological, speech, physical and occupational therapy services); Creates, maintains, and provides supporting documentation and provider qualifications;
- Analyzes plans of care, addendums, discharge and note documentation and billing information;
- Acts as Scott County Public Schools liaison with appropriate state agencies;
- Manages the Medicaid database;
- Develops and maintains billing program for reimbursement of services;
- Reconciles accounts and responds to billing discrepancies;
- Trains providers regarding compliance with Medicaid requirements and procedures;
- Prepares and reviews program-related correspondence;
- Creates procedural manuals for local implementation of Medicaid reimbursement program;
- Coordinates and monitors the Administrative Claiming Program (including quarterly time study);
- Stays abreast of changes and developments in the Medicaid reimbursement program and attend Medicaid meetings conducted by state and federal agencies;
- Collaborates with Finance, Special Education and Health Services departments to obtain information on Medicaid-related activities as needed for Cost-Based Reimbursement;

JOB DESCRIPTION
Scott County Schools

- Serves as Health Insurance Clerk to provide the following services:
 - Meet and answer questions concerning enrollment/benefits
 - Serve on insurance committee
 - Enroll employees in medical and dental plans
 - Verify insurance billing monthly
 - Assist employees locating providers
 - Monitor Health Insurance Fund balance
 - Stay abreast of healthcare legislation
 - Update Health Census

- Assist in Pre-K program;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Attends in-service training to improve skills and knowledge;
- Performs related tasks as assigned by Administration in accordance with the school/policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES:

Coordinates Medicaid billing for students served by Licensed Speech Therapist, Occupational Therapist, and Physical Therapist. Licensed Nurse Practitioner, Licensed Psychologists, and other billable services, as appropriate. Maintains files on all Medicaid recipient students receiving special services. Processes claims for payment, prepares all reports pertaining to Medicaid. Maintains source data and supports Medicaid billing. Prepares all reports pertaining to Medicaid, including quarterly reports to the state. Maintains the security and confidentiality of all Medicaid files and records. Attends workshops and seminars regarding Medicaid current policies and regulations. Maintains direct contact with all agencies connected to the Virginia Medicaid Program. Demonstrates willingness to help others with their problems such as chart request, billing understanding and requirements.

EDUCATION AND EXPERIENCE:

The Medicaid Account Specialist must possess a high school diploma or G.E.D. equivalent. Medical knowledge and Medicaid billing data entry skills for school division is desirable as well as knowledge of ICD 9 coding / CPT procedural terminology. Electronic billing experience required.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties performed typically in school or office setting. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds, and occasional 40 pounds may be required. Other limited physical activities are required. Occasional travel may be necessary as well as overnight stays. Occasional contact with medical professionals may be required.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.