

**Chittenden Central Supervisory Union
Job Description**

JOB TITLE:	Medicaid Clerk – Gr. 6
FLSA STATUS:	Non-Exempt
UPDATED:	August 10, 2006

POSITION OBJECTIVES:

To manage and oversee the Medicaid program to ensure accurate and timely submission of reports in order to maximize the amount of Medicaid revenues received by our affiliated school districts.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Tracks Medicaid students; regularly monitor special education students for Medicaid eligibility.
- Obtains parental permission for each Medicaid eligible student.
- Designs, implements and maintains files for all Medicaid students, and record keeping and reporting systems, including computer applications.
- Completes Medicaid forms for each Medicaid student and sends to assigned special educator.
- Tracks and obtains Physicians Authorization for those students with permission.
- Collects completed Medicaid forms from special educators monthly; reviews and critiques special education paperwork for errors.
- Prepares required reports and bills Medicaid program monthly ensuring accuracy and completeness of information.
- Trains Special Educators on Medicaid requirements and changes; answers staff questions related to the program.
- Tracks, records, and monitors Medicaid revenues and expenditures;
- Develops, updates, maintains and distributes various written documents related to the Medicaid program, such as letters, memos, general forms, reports, procedure manuals and other informational materials as needed or requested.
- Confers regularly with Executive Director of Student Support Services to review the status of the Medicaid program and billing status, and to plan activities to the Medicaid program.
- Attends and participates in quarterly Medicaid meetings and training sessions to stay up to date on Medicaid regulations and pending changes, and helps communicate and enforce compliance with such.
- Serves as liaison with faculty, staff, parents, independent contractors, and/or other key internal and/or external constituency related to the Medicaid program: presents information on assigned programs; explains and enforces standard policies and procedures; referring to supervisor as necessary.
- Oversees Medicaid monitoring and audits by the Department of Ed: Coordinates with state; schedules all activities; sends out surveys; communicates audit requests to special educators; gathers requested files; double checks paperwork; answers questions; monitors improvement plans and sends documentation to state.
- Performs other specialized/technical tasks related to assigned functions.

SUPERVISION RECEIVED: Reports to, supervised and evaluated by, and receives assignments from the *Executive Director of Student Support Services*.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Associate's degree with relevant clerical and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired. Good working knowledge of Vermont special education law. Good understanding of the organization of the public education structure and administrative operations.

- Language Skills. Ability to read and interpret documents such as policies, operating practices, procedure manuals, and governmental laws and regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from parents, students, community members, board members, administrators and employees of organization.
- Mathematical Skills. Ability to calculate percentages, proportions, averages, and other concepts of basic algebra.
- Computer Skills and Experience. Previous experience in organizing and maintaining moderately complex filing and record keeping systems, including computerized information systems. Proficiency with spreadsheet, word processing and database programs required. Microsoft Office experience preferred.
- Reasoning Ability/Mental Requirements. Demonstrated ability to use discretion and independent judgment. Ability to solve practical problems and deal with a variety of concrete variables. Ability to apply a variety of instructions/policies/procedures/practices furnished in written or oral form.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.
- Other Personal Characteristics. High accuracy & attention to detail. Strong organizational skills. Proven ability to work effectively without specific direction, and with minimal supervision.

PHYSICAL EFFORT AND STRESS. Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, or handle; and talk and hear. The employee is occasionally required to stand and walk. The employee is regularly required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

WORKING CONDITIONS: While performing the duties of this job, the employee is occasionally exposed to normal office conditions. The noise level in the work environment is usually moderate.

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 This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.