

POSITION DESCRIPTION COLCHESTER SCHOOL DISTRICT

POSITION: Student Support Services & Medicaid Coordinator
DEPARTMENT: Special Education and Central Office
REPORTS TO: Director of Special Education
CLASSIFICATION: Non-Exempt (hourly)
PURPOSE: To work in an effective and efficient manner with the Colchester School District, the Vermont Agency of Education, and the Special Education Administrative Assistant to coordinate the School Medicaid Reimbursement Program and to generate Medicaid funds.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Maintain database of all current Medicaid students
- Check Medicaid eligibility for all special education students
- Parental Consent: Obtain parental consent to bill Medicaid. Notify case managers when a student is Medicaid eligible and remind them to send out release information to parents. When parental consent is received, enter information on database. Continue to remind case managers that release information has not been received
- Physician Authorization: After parental consent is obtained, contact physician for authorization to bill Medicaid. Follow-up with physicians who have not signed authorization forms
- Provider Certification: Maintain current file of provider certification forms for professionals who provide services to Medicaid students. This includes Special Education Teachers, Speech Language Pathologists, Occupational Therapists, Physical Therapists, psychologists, etc. Keep on file current copy of providers' licenses
- Collect all documentation logs monthly from all case managers, record receipt of forms on database and review for accuracy; send outstanding notices to case managers who have not submitted documentation logs by the 30th of the following month; return all incorrect documentation logs to case managers
- IEP's: Maintain current IEP on file for each Medicaid student
- Level of Care Billing Form: Prepare billing form monthly and bill to EDS through the EDS software. On a daily basis, go through all billing forms for any students who now have parental and physician authorization
- IEP, 3-year Evaluation: Prepare billing form daily for these services and bill through EDS software
- Maintain files of all current and archived students for seven years and purge files annually
- Work with and train special education personnel to complete paperwork
- Contact special education personnel via memo, e-mail, and telephone, as needed
- Attend all related meetings with VT Agency of Education and schools
- Provide information to the VT Agency of Education, as needed
- Act as a liaison between Vermont Department of Education and Special Education Coordinator
- Provide funding figures to Special Education Coordinator
- Organize trainings/meetings, as necessary
- Maintain database of students who's Medicaid has ended
- Recheck students who have come off Medicaid at the beginning of each month to see if they are eligible again
- Review cover page and service pages of new IEP's for errors and notify the case manager
- Assist with monthly audits by the VT Agency of Education
- Assist with Free/Reduced Lunch Program, as needed
- Serves as Goal View and Medicaid coordinator, training all new staff and responding to questions when necessary
- Verify federal exclusion list for new employees for Medicaid
- Prepare monthly special education enrollment report

Revised Date: 01/05/2017

Board Approved:

- Answer Central Office phones and assist general public
- Exhibit commitment to School District's Vision Plan

Job Knowledge, Skills, and Abilities

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- Knowledge of all school-based Medicaid Procedures
- High accuracy and attention to detail; strong organizational skills
- Excellent written and oral communication skills to communicate courteously, efficiently, effectively and respond to questions from a variety of individuals, including faculty, staff, administrators, co-workers, applicants, community members, and representatives of outside organizations
- Ability to calculate percentages, proportions, averages and other concepts of basic algebra
- Demonstrated ability to use discretion and independent judgment; ability to interpret and apply a variety of instructions/policies/procedures/practices furnished in written, oral, diagram or schedule form
- Proven ability to work cooperatively and effectively as part of a team

MATERIALS AND EQUIPMENT USED:

Operate a computer, utilize mass market software applications, and a variety of standard office equipment.

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

- High School Diploma (or GED or High School Equivalent Certificate), plus one year experience of Special Education procedures within a school setting.

PHYSICAL/MENTAL DEMANDS:

- Must be able to move files weighing up to 25 pounds
- Must be able to remain in a stationary position 95% of the time
- Must be able to move around the office to access file cabinets, office machinery, deliver files, attend meetings, greet visitors, etc.
- Ability to effectively and efficiently operate under stressful situations including managing multiple priorities

WORKING CONDITIONS:

Work is normally performed in a climate-controlled, shared office environment. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.).

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.