

Job Title: Medicaid Clerk **Wage/Hour Status:** Non-Exempt
Reports to: Executive Director Specialized Learning Services **Pay Grade:** 305
Dept./School: Specialized Learning Services **Date Revised:** November 25, 2024

Primary Purpose

Assist with coordinating, gathering, and submitting District-wide data collection for Medicaid reimbursement claims for eligible students with disabilities. Monitor and maintain required paperwork.

Qualifications

Education/Certification

High School Diploma/GED or higher education from an accredited institution of higher education

Special Knowledge/Skills

- Excellent organization, communication, public relations, and interpersonal skills
- Strong attention to detail with accuracy and proficiency
- Knowledge of computers and software applications, including Microsoft Office Suite

Experience

Three (3) years related experience

Major Responsibilities and Duties

1. Review Medicaid data from assessment and related service staff.
2. Review, monitor, process, and submit Medicaid claim reimbursements, ensuring accuracy and completeness of information with attention to detail.
3. Correct and process Nightly Import Summary report errors.
4. Verify and enter Medicaid for eligible students that receive transportation as a related service reimbursement.
5. Maintain appropriate Medicaid records and certification files for service providers and auditors.
6. Review, track documentation, and file copies of Service Delivery Logs/Transportation Logs for students with disabilities.
7. Assist in preparing training documents and provide training to Medicaid staff on processes/procedures, including software as required.
8. Assist the Coordinator SHARS/MAC in preparing and responding to internal/external audits.
9. Cross-train with other members of the Medicaid staff.
10. Answer telephone and route calls to appropriate staff.
11. Assist with organization and creation of folders, card files, and rosters as necessary.
12. Perform a wide variety of clerical and administrative support duties, to include updating/reviewing the District Participant List.
13. Maintain effective working relationships with District employees.
14. Provide customer service to supervisory personnel, students, and the public.
15. Communicate effectively, both orally and in writing.
16. Attend and participate in annual Medicaid meetings and training to stay current on Medicaid regulations and changes.
17. Assist with communicating and enforcing compliance matters.
18. Assist in setting annual calendar for training schedules and initial face-to-face training.
19. Meet deadlines and quotas and set task priorities.
20. Maintain confidentiality with aspects of assigned work.
21. Adhere to federal/state rules and regulations regarding Medicaid reimbursement program.
22. Keep abreast of current District, federal, state, and local policies.
23. Improve skills through training and share knowledge with other campus level users.
24. Track and enter parental permission/consent for each Medicaid eligible SPED student in related software system(s).
25. Monitor and contact staff through various modalities (email, phone, etc.) to assist with the

Administrative Random Moment Time Studies (RMTS) process; ensure participant timelines are met and compliance is maintained to secure program participation list eligibility percentage rate.

- 26. Analyze and investigate deferred or hidden claims or those submitted in error.
- 27. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

PC Computers, scanner, file server, printer, fax machine, copier, typewriter, adding machine, and calculator.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work with frequent interruptions; perform multiple tasks simultaneously, occasional prolonged and irregular hours; repetitive hand motions, prolonged use of computer. District-wide travel as assigned.

Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.