

SAN LUIS VALLEY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

JOB DESCRIPTION

POSITION TITLE:

Medicaid Coordinator

DEPARTMENT/PROGRAM AREA: Special Education

IMMEDIATE SUPERVISOR: Executive Director

I. BASIC PURPOSE AND OBJECTIVES OF POSITION:

To provide quality clerical assistance and record keeping to the special education department and Medicaid agencies; to provide all required documents for Medicaid reimbursements to appropriate Colorado agencies.

II. QUALIFICATIONS/STANDARDS FOR THE POSITION:

1. High school diploma or equivalent.
2. At least one year secretarial experience, knowledge of financial reports and processes.
3. Telephone skills and ability to communicate effectively.

III. SPECIFIC JOB DUTIES AND PERFORMANCE RESPONSIBILITIES:

1. Responsible for planning meetings and reporting Medicaid related information to administrators and staff.
2. Ability to coordinate and collaborate with district departments, school administrators and district administration.
3. Provide leadership and enthusiasm for the Medicaid SHS program.
4. Develop and update RMTS roster with appropriate staff and departments; gather information about each provider's activities and caseload; analyze information to determine RMTS Roster participation. Communicate and provide training to participants on a regular basis.
5. Coordinate with PCG and HCPF in submitting and updating school district information.
6. Develop accountability systems and maintain compliance across disciplines and/or departments.
7. Track and monitor assigned and completed moments.
8. Maintain Medicaid allowable health licensure documentation.
9. Implement and maintain a process to ensure Medicaid documentation is completed accurately and timely.
10. Coordinate with Special Education to ensure IEP language is written for Medicaid claiming purposes. Review IEPs to ensure services are clearly defined; compare IEP services to Medicaid claims documentation.
11. Create process for Medicaid Parent Consent documents, including training IEP teams, talking with parents, tracking consents and following up on missing documentation. Arrange or provide training for ezEdMed or paper documentation.

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12. Review claims reports and verify supporting documentation; track and maintain documentation: service logs, parent consents, IEP dates, provider qualifications.
13. Participate in Program Review completed by PCG/HCPF by producing supporting documentation for claims and program processes.
14. Prepare and submit cost reports on a quarterly and annual basis. Establish checks and balances to ensure data integrity. Coordinate with various departments to report salaries and benefits on a quarterly basis.
15. Participate in Desk Review completed by PCG/HCPF by producing supporting documentation for financials.
16. Local Services Plan Compliance
17. Create and update the district's Local Services Plan; ensure plan is developed every 5 years.
18. Develop health advisory committee to gather input and identify unmet health needs. Incorporate committee input into the final Local Services Plan.
19. Develop new health service programs; implement, monitor and evaluate health service program; manage health service program staff or contractors.
20. Budget and oversee Medicaid expenditures; complete an Annual Report of expenditures.
21. Perform other duties as assigned.

IV. SPECIFIC SKILLS AND OTHER POSITION REQUIREMENTS:

1. Knowledge of general office procedures.
2. Typing skills.
3. Central processing unit skills.

V. EVALUATION PROCEDURES:

The position will be evaluated according to the process defined in the SLV-BOCES' policy and procedural manual.

VI. COMPENSATION/TERMS OF EMPLOYMENT:

Salary and benefits are determined by the SLV-BOCES' Board of Directors on an annual basis. The employee's contract will stipulate the terms of the agreement including the number of contract days, applicable benefits and position assignment.

- VII. Your employment with San Luis Valley BOCES is at will. This means your employment is for an indefinite period of time and it is subject to termination by you or San Luis Valley BOCES, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of San Luis Valley BOCES shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of San Luis Valley BOCES employees. The at-will employment status of an employee of San Luis Valley BOCES may be modified only in a written employment agreement with that employee which is signed by the President, or the Chairman of the Board of Directors, of San Luis Valley BOCES. By your signature below, you acknowledge your understanding that your employment with San Luis Valley BOCES is at will, and that nothing in this handbook is intended to constitute a contract of employment, express or implied.

READ AND REVIEWED BY EMPLOYEE ON: _____

Employee Signature

Supervisor Signature

Executive Director Approval

Date

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