

JOB DESCRIPTION

JOB TITLE: Medicaid Program Coordinator

Job Purpose Statement: The job of "Medicaid Program Coordinator" is done for the purpose of assisting administrative staff in the billing of all Medicaid services to the appropriate vendor using the assigned process. Coordinates program training and/or services, communicates information regarding program components to staff, and ensures compliance with all financial, legal, and administrative requirements of the assigned Medicaid program.

Essential Job Functions:

- * **Attends/facilitates** meetings and trainings as requested and/or needed for the purpose of gathering and/or conveying information required to perform job functions and to meet program requirements.
- * **Computes:** Coordinates and computes billing for all Medicaid services as provided by district staff.
- * **Coordinates** program activities, projects, and/or services for the purpose of meeting program requirements for the district, state, and/or federal guidelines and regulations.
- * **Maintains** records, files, and documents for the purpose of providing an up-to-date reference and ensuring availability of accurate information and audit trail for compliance.
- * **Monitors** assigned activities and program components for the purpose of ensuring compliance with district, state, and federal policies and requirements.
- * **Orients** staff for the purpose of defining the record keeping and billing requirements of Medicaid and the goals of the program.
- * **Prepares** written documentation for the purpose of providing written support and accountability and conveying information.
- * **Processes** billing information in compliance with all local, state, and federal requirements for the purpose of disseminating this information to the appropriate vendors.
- * **Responds** to inquiries of staff for the purpose of providing information and/or direction as may be required.

Other Job Functions:

- * **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

- * **Experience Required:** Job-related experience within specialized field.

* **Skills, Knowledge, and/or Abilities Required:**

Skills to: operate standard office equipment including pertinent software applications; use English in both written and verbal form to communicate effectively with staff, students, parents, and the public; perform basic arithmetic calculations and accounting procedures; establish and maintain accurate and detailed records; provide direction to others; make judgments based on common sense; plan and manage projects; use correct spelling, grammar, and punctuation; and prepare clear and accurate reports.

Knowledge of: rules and regulations to meet all compliance requirements of the related Medicaid program; basic budgeting and financial and statistical record keeping; modern office methods; and problem-solving methodology.

Abilities to: understand and carry out verbal and written instructions; interact with persons of different age groups and cultural/educational backgrounds; read/interpret/apply pertinent codes, policies, regulations, and/or laws; adhere to safe work practices; adjust to flexible work assignments; work cooperatively with others; work under time constraints; maintain confidentiality of appropriate records and/or student files; work independently and accurately with attention to detail and with minimal supervision; meet deadlines and schedules; and think logically.

Significant physical abilities include sitting/walking for prolonged periods, reaching/handling/fingering/feeling, talking/hearing conversations and other sounds, near/far visual acuity/visual accommodation.

* **Education Required:** High school diploma or equivalent

Additional Desirable Qualifications:

- **Knowledge or experience with:** accounts payable and accounts receivable; Medicaid billing procedures.

* **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance; valid drivers' license, and evidence of insurability