

**Job Title:**                   **Confidential Medicaid Administrative Specialist**



## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:**           Nonexempt  
**Reports to:**           Appropriate Supervisor or Designee  
**Supervises:**          Appropriate Staff as required  
**Pay Grade:**           Professional – 14

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD  
**APR 21 2020**  
MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

## **JOB SUMMARY**

The purpose of this position is to assist the Coordinator – Program Planning in all aspects of office management; preparation of legal documents including, but not limited to, those related to confidential Medicaid items, programs and services, HIPAA and FERPA protected information; providing schools, parents, students and department-based employees and administration with policies and procedures relating to the School Match Medicaid Program, including collaboration with multiple agencies; and to establish and maintain efficient, pleasant, and effective working relationships with other employees, various agencies, and the public.

## **ESSENTIAL JOB FUNCTIONS**

- Manages the Coordinator's schedule and prepares materials as needed.
- Receives and screens telephone calls and visitors.
- Responds independently and/or as directed in composing and preparing correspondence to constituents and staff.
- Manages all aspects of office operations, including development of School Match Medicaid items for the School Board Agenda.
- Assists in the coordination of Medicaid services for employees, parents, and students.
- Takes and transcribes notes at meetings pertaining to Medicaid program matters.
- Obtains special reports and prepares a variety of reports and data as directed.
- Maintains files for correspondence, reports, and other School District documents, including, but not limited to, employee, student, and parent confidential Medicaid information.
- Enters/verifies required parental consent for Medicaid claiming in the student information system.
- Coordinates training in Medicaid systems and required documentation for speech language pathologists, occupational therapists, physical therapists, school psychologists, behavior analysts, nurses, licensed mental health counselors, and special transportation personnel.

- Participates in Medicaid and Agency for Health Care Administration (AHCA) conference calls and annual state meeting in order to remain informed of current compliance requirements.
- Serves as the primary liaison between the School District and the contracted third party claiming/billing agency.
- Monitors Medicaid claiming distributions to multiple budget projects.
- Requisitions supplies and equipment for assigned project.
- Prepares materials and processes for maintaining confidential materials related to Medicaid services provided to students, parents, and employees.
- Prepares Medicaid documentation for Coordinator and Medicaid Auditor for review.
- Acts as liaison between the staff, various public agencies, the general public, and administration in all issues related to Medicaid School Match fee for service claiming and administrative claiming.
- Manages multiple steps of the Administrative Claiming process including Random Moment in Time (RMT) sampling, maintaining and verifying accuracy of professional job titles, and contacting employees who fail to complete their RMT in the allotted time frame.
- Organizes and attends staff meetings related to Medicaid, and/or other committee meeting, recording minutes as directed.
- Uses effective communication strategies to interact with a variety of staff and agencies.
- Displays confidentiality in dealing with sensitive information including extremely confidential student, employee, and parent data related to Medicaid, HIPAA, and personally identifiable information, etc.
- Assists in supervision of the office in the absence of the Coordinator – Program Planning.
- Serves as a liaison with Student Services Department administration and staff.
- Performs other duties as assigned.

### **MINIMUM REQUIREMENTS**

- Minimum of two (2) year degree or equivalent college level course credit, bachelor's degree preferred.
- Five (5) years of progressively responsible office coordination experience at an administrative level.
- Successful experience in office management including scheduling tasks and materials requisition.
- Must be able to perform difficult confidential tasks related to the public, staff, Medicaid process, HIPAA and FERPA compliance, and the School Board.
- Knowledge of and proficiency in current computing technologies.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of administrative concepts, principles, and practices sufficient to permit independent performance of duties.
- Requires the ability to manage daily administrative operations of the office, resolving problems related to the day-to-day operations of the office, and directly participating in the departmental administrative decision-making process.

- Requires the ability to display knowledge of the activities, operations, assignments, and scope of the comprehensive District programs including those related to Medicaid programs.
- Requires the ability to display skills necessary to meet difficult situations with tact and finesse enabling problems and issues to be resolved.
- Requires the ability to display proficiency in current computing technologies.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to display good judgment in confidential matters.
- Requires the ability to organize and prioritize duties.
- Requires the ability to determine the approach for doing the work using the guidelines provided.
- Requires the ability to perform work that encompasses advanced technical, scientific, legal, or mathematical concepts and that directly contributes to the implementation of specific policies, programs, or initiatives of the organization.
- Requires the ability to work in a responsive environment where co-workers or citizens bring problems for resolution.
- Requires the ability to oversee and manage work involving multiple units.
- Requires the ability to accept, receive, and/or collect payments and prepare and/or process purchase orders.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to make recommendations that impact the budget and manage the budget within the assigned department.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.

### **PHYSICAL DEMANDS**

Light Work: Exerting up to twenty (20) pounds of force occasionally and/or up to ten (10) pounds of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, mental acuity, reaching, speaking, standing, stooping, talking, visual acuity, and walking.

### **WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

**Date of Board Approval:** April 21, 2020, effective July 1, 2020

**Date of Revision:**

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ESCAMBIA COUNTY SCHOOL BOARD  
**APR 21 2020**  
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