

FAIRFIELD PUBLIC SCHOOLS
MEDICAID SCHOOL-BASED SERVICES COORDINATOR

Position Title: Medicaid School-Based Services Coordinator
Department: Special Education and Special Programs
Reports to: Executive Director of Special Education and Special Programs

SUMMARY: Organizes, analyzes, and monitors data regarding Medicaid services for the Fairfield School District. The Coordinator assures compliance with rules regarding Medicaid and monitors regulations and guidelines for administrators, teachers and other school district staff and the public. This position assists the Executive Director of Special Education and Special Programs in facilitating regular, ongoing communication with local district staff to provide front line support on Medicaid issues. This position conducts internal audits for quality control and coordinates and conducts training sessions for school district staff.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

Job Specific

- Monitors rules, regulations, and guidelines for administrators, teachers, and other school district staff and the general public.
- Performs technical work requiring a thorough knowledge of policies and procedures.
- Coordinates with human resources department to review school district special education staff credentials to ensure appropriate staff licensure.
- Organizes and analyzes data and creates reports to monitor and provide feedback regarding Medicaid services, for example volume, status, notes, and compliance with policy.
- Conducts internal audits for quality control regarding student records and cost reporting.
- Monitors changes in policy and practice to ensure compliance with Medicaid rules.
- Coordinates and conducts trainings for special education staff in use of Medicaid related electronic information systems.
- Assists the Executive Director of Special Education and Special Programs in facilitating regular, ongoing communication with local district staff to provide front line support on Medicaid issues. Responds to requests and resolves issues using various print and electronic methods.
- Assists the Executive Director of Special Education and Special Programs in developing training materials and providing workshops and presentations to update school district staff regarding Medicaid requirements.
- Verifies provider qualifications and obtain electronic signatures from all staff.
- Obtains parent permission forms and tracks in Medicaid claiming program.
- Reviews remittance advices and conducts follow-up as needed (with vendor assistance if applicable)
- Compiles monthly claims report
- Updates and distributes School-based Medicaid parent brochures to schools.
- Communicates with finance department regarding Medicaid billing and audits.
- Provides administrative support for supervisors and directors as needed.
- Performs other duties and assume other related responsibilities as may be assigned by the Executive Director of Special Education and Special Programs.

General

- While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and operate a computer and reach with hands and arms. The employee must occasionally lift and/or move up to ten (10) pounds, such as reports. Specific vision abilities required by this job include close vision and depth perception. Regular attendance is required to successfully perform the duties of this position.
- Ability to reason logically, draw valid conclusions, and make appropriate recommendations.

QUALIFICATION REQUIREMENTS

- Five years of progressively responsible experience in general clerical work and office management is required, including a minimum of one year of work involving independent responsibility and detailed record keeping.
- Knowledge of office practices and procedures, office machines, and filing systems.
- Ability to make decisions in accordance with laws, ordinances, regulations, and established procedures of the department.
- Excellent public relations skills and the ability to communicate with all levels of management.
- Must have strong organizational skills and the ability to prioritize and manage time productively to meet stringent deadlines and compliance requirements.
- Ability to work accurately and efficiently with attention to detail.
- Demonstrated skills in the management, analysis and application of data.

The following are preferred: Associate's degree and knowledge of school-based Medicaid and special education and Section 504 processes, procedures, and requirements.

QUALIFICATION REQUIREMENTS

- Full-time, 12 month position; 40 hours per week