



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Medicaid Program Assistant**
 Job Family: **Support Services**
 Prepared/Revised Date: **June 6, 2022**

FLSA Status: **Non-Exempt**
 Pay Range: **SS45H**
 Job Code: **50690**

SUMMARY: Responsible for assisting the Medicaid department by providing varied and complex support through database administration, compliance, customer service, and training. Accountable for quality assurance of department data, billing, and documentation to the state.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Verify and update all three state Medicaid eligibility, documentation and claiming websites for PSD. Verify and update district managed student information and IEP databases. Maintain student information to facilitate direct service provider documentation and management of their caseloads in the state documenting website. Maintain all student files for future review and audit by the state of Colorado.	D	20%
2. Monitor and ensure maximum response to the federal mandated Random Moment Time Study, ensuring a minimum compliance rate of 85% through the state monitoring website.	D	15%
3. Collaborate with coordinator to assist with training and support through the district for SPED teams and providers of Medicaid-related care as it relates to appropriate documentation of reimbursable services. Ensure accuracy with documenting and maximize the process efficiently.	D	15%
4. Serve as the subject matter expert on the exEdMed system and provide technical assistance to PSD employees.	D	10%
5. Communicate with Health Care Policy and Financing (HCPF), Colorado Department of Education (CDE), and PSD Medicaid reimbursement program billing agent to develop, maintain, and monitor compliance with the School Medicaid Reimbursement Program rules and regulations. Attend all HCPF, CDE, PCG, Consortium and department trainings/meetings throughout the year.	D	5%
6. Cross train Medicaid staff and provide support to the Medicaid Coordinator in all aspects of the Medicaid Program.	D	5%
7. Attend work and arrive in a timely manner.	D	1%
8. Track and accurately monitor confidential department licensing requirements for providers on direct service Medicaid roster using the CDE, DORA, and ASHA websites. Maintain, review, and update Medicaid one-time parent consent forms for all students in PSD. Review student IEPs for language compliance according to state guidelines. Monitor nurse delegation records for documentation and compliance with IEP services. Assist coordinator in the maintenance of a variety of confidential accounts, including gathering documentation for state program reviews/audits.	W	10%



9. Maintain a tracking process to ensure Medicaid documentation and claiming is completed accurately, timely, and in compliance with the Colorado School Health Services Medicaid policies and regulations. Analyze data received from the state regarding quality assurance and submission review reports.	M	10%
10. Collaborate and maintain a positive working relationship with the grant program specialist assigned to the Medicaid Program. As requested by the grant program specialist, provide information necessary to complete financial reporting and reconciliation tasks.	M	5%
11. Assist the Medicaid Coordinator with coordination, membership, and meeting minutes for the local advisory committee and implementation team.	M	3%
12. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate’s degree or two-year college certificate in business administration or related field preferred
- More than three years and up to and including five years of experience in program administration, office management, or related field. Office experience in a health or educational setting preferred.
- Equivalent combination of education and experience acceptable.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver’s license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		x		
Walk		x		
Sit			x	
Use hands to finger, handle, or feed				x
Reach with hands and arms			x	
Climb or balance	x			
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds		x		
Up to 50 pounds		x		
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy			x	
Coordinate			x	
Instruct			x	
Compute			x	
Synthesize			x	
Evaluate			x	
Interpersonal Skills				x
Compile				x
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			



VISION DEMANDS:	Required
No special vision requirements.	x
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	