



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Medicaid Coordinator**
 Job Family: **Professional**
 Prepared/Revised Date: **August 1, 2023**

FLSA Status: **Exempt**
 Pay Range: **K**
 Job Code: **37010**

SUMMARY: Responsible for developing, implementing, coordinating, and evaluating the School Medicaid Program for Poudre School District. Ensure plan compliance by coordinating the random moment time study, the claim process, and through tracking and reporting requirements. Provide training to staff regarding reimbursable services, collaborate with PSD departments, billing agent, state agencies, and the national organization to maximize revenue.

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. Coordinate the Medicaid procedures and processes to ensure compliance with state and federal Medicaid laws, regulations, and rules. Act as liaison between the district and state entities, attend required local, state, and federal meetings, and confer with other districts to coordinate program activities to enhance state compliance and maximize reimbursement rates.	D	20%
2. Develop training materials and tools to maximize response rate and accuracy. Provide staff development, support, and technical assistance including training materials, guides, and forms. Attend service provider and nurse meetings, as requested, providing Medicaid updates and information.	D	20%
3. Collaborate with district departments (Integrated Services, Human Resources, Information Technology, Student Services, Transportation, and Finance) to obtain relevant information pertaining to state and federal reporting, program compliance, and maintaining state databases; maintain pertinent Medicaid information within the district's student information systems.	D	10%
4. Work with the district finance department to monitor, coordinate, and initiate requisitions for the Medicaid program budget, participate in developing the annual budget, oversee and monitor accurate allocation of budget for Medicaid funded employees and create reports to forecast income and expenses. Review quality assurance report received from the Consortium for compliance regarding Medicaid billing. Create and maintain documentation compliance system.	D	10%
5. Create and maintain Medicaid outreach and enrollment functions in the school district. Act as a liaison between community partners, school Medicaid office, district staff, and EPSDT providers.	D	5%
6. Gather and track parental consent and release of information for Medicaid eligible students, and assure confidentiality with FERPA, HIPPA, state, and federal rules/regulations on the management of medical information.	D	5%
7. Review documentation of provision of services, personal care, and nursing services for compliance, track all providers including licensure, students, and Medicaid billable health services, and perform specialized transportation compliance checks prior to billing submission. Coordinate with Integrated Services administrators and case managers to ensure IEP language is written for Medicaid claiming purposes and services delivered accordingly.	D	2%
8. Hire, train, supervise, and evaluate program staff.	W	5%



9. Coordinate the Random Moment Time Study (RMTS) process. Create and maintain a response accountability process. Develop quarterly Medicaid direct service and administrative claiming rosters for the RMTS. Prepare, submit, and reconcile quarterly cost reports, verify employees' licensure by the state for eligibility, and review quarterly provider reports received from the Consortium to assure compliance with provider billing.	Q	10%
10. Coordinate, prepare, and submit the annual cost reconciliation and CDE annual reports assuring compliance with state and federal regulations and audits. Establish checks and balances to ensure data integrity, participate in annual compliance reviews completed by PCG and HCPF, providing supporting documentation for claims and Medicaid processes.	A	7%
11. Create and update the district's Local Service Plan (LSP) and update every five years. Analyze and determine health priorities with community and district partner participation. Incorporate identified health services priorities into LSP.	A	2%
12. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in finance, accounting, public health, special education, or related field required.
- Three years of experience in accounting, public health, special education, and/or service provider case management required, specialized training and experience working with the Colorado Medicaid Extended School Health Program 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, bilingual in Spanish preferred
- Interpersonal relations skills
- Math and accounting skills to include budget development and fiscal management
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to effectively develop, coordinate, implement and lead professional development
- Ability to convey complex information, influence others, and gain support
- 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 coordinate and collaborate with district departments, district administrators and state agencies
- Knowledge of on-line application systems, google docs, and internet applications
- 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:	Medicaid program staff	TBD

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 ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

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