

Vail School District Job Description

Job Title: Medicaid Billing Specialist

Department: Special Education

Reports To: Director of Finance

FLSA Status: Non-Exempt

Level: 10

Approved: 8/18/2003

Revised: 09/05/2014

SUMMARY: The Medicaid Billing Specialist performs a wide variety of assignments coordinating the Medicaid in the Public School Program on behalf of the Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for knowing all compliance requirements for Medicaid in the Public Schools (MIPS)
District liaison for MIPS (Special Education [SE] staff, Arizona [APIPA] staff, 3rd Party Billing Staff)

Create and maintain student MIPS files

Provide training to SE staff regarding MIPS process, paperwork and compliance and provider registration

Coordination of required CPR and First Aide Training for SE staff

Ensure that SE staff maintain current provider registration status

Review all MIPS logs and SE paperwork for compliance according to district, state and federal guidelines prior to submittal for billing

Maintain student database and inform billing agent of student changes in status

Prepare student files and staff requirements for annual MIPS audit

Maintain confidentiality with regard to student records and personal information.

Coordinate annual MIPS audit

Generate periodic reports.

Request and send student records.

Answer phones, route calls, and take messages.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

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.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED)
Two years of work experience in the area of Special Education.
Working knowledge of word processing, database and spreadsheet applications.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, feel and type; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.