

Medicaid Assistant

Winchester School District

Winchester School District - Winchester, New Hampshire [Open in Google Maps](#)

Job Details

Job ID: 4394628

Application Deadline: Posted until filled

Posted: Today

Starting Date: Immediately

Job Description

- Handles telephone calls
- Gather Medicaid billing information by reviewing students IEP's, gather all required documents.
- Ensures payments by verifying accuracy of Medicaid billing with the EasyIEP system.
- Assists with billing through NHHS by inputting bills and student's data into the EasyIEP system.
- Gathers all required Medicaid forms for each Special Education meeting.
- Create and maintain an accurate Medicaid filing system for each student.
- Assists with the data entry of student's IEP information into the EasyMedicaid system.
- Assists with resolving disputed claims with NHHS by gathering, verifying and providing additional information, following up on claims as necessary.
- Resolves discrepancies by examining and evaluating data, selecting corrective steps.
- Adjusts issues by reviewing bills and if necessary consult with the Medicaid office.
- Prepares monthly reports, summarizing all data entered into the EasyMedicaid system.
- Runs monthly reports verifying all data has been processed.
- Assists with training new employees with the EasyIEP system.
- Always maintain student confidentiality.
- Performs other duties as required.
- This job description lists the general duties and is not intended to list every specific function required.

Position Type: Part-time

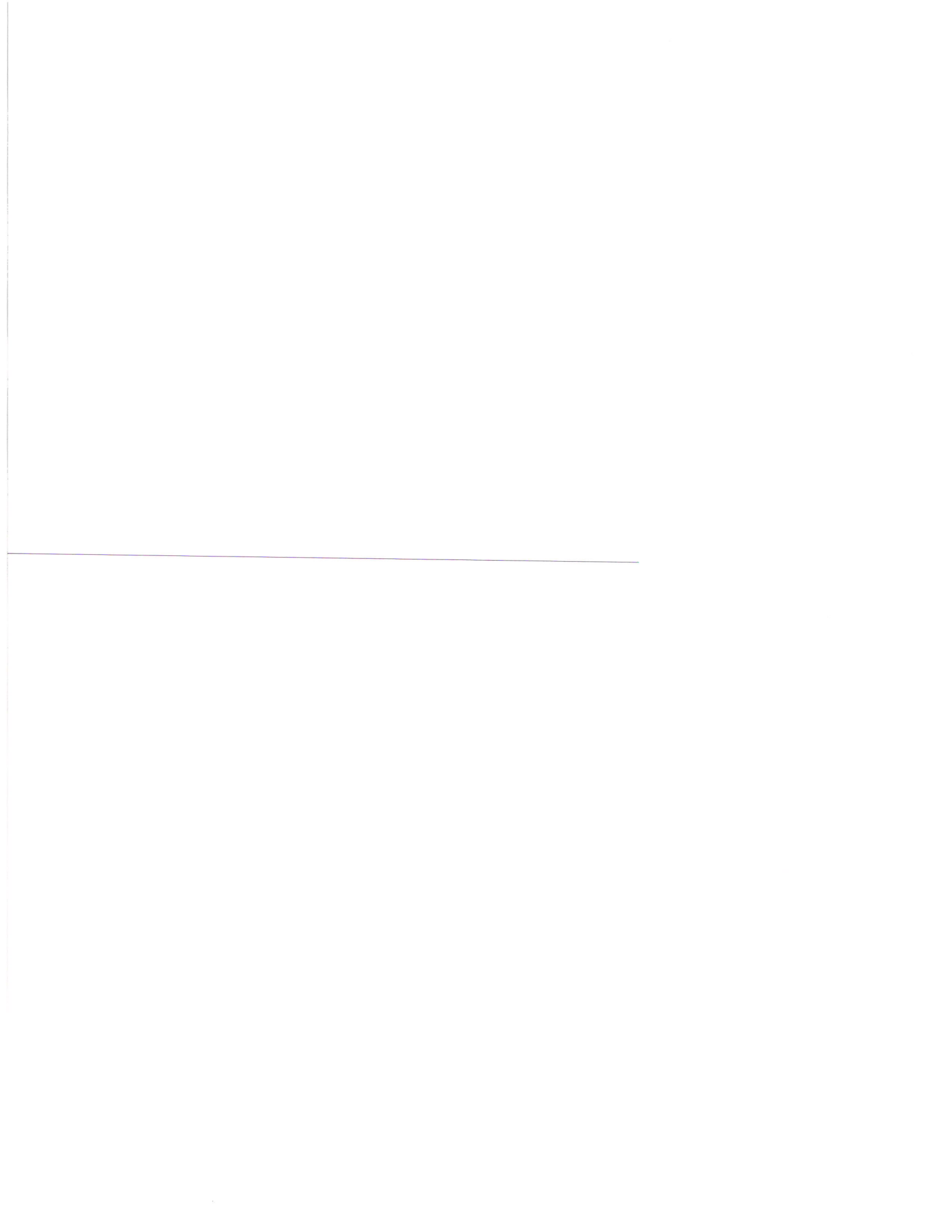
Positions Available: 1

Job Categories:

Administrator > Pupil Personnel

Job Requirements

- Job Goal:Ensures all required Medicaid documentation is maintained by gathering, coding, and entering, resolving discrepancies, and making any adjustments needed in order to collect reimbursement monies from DHHS.



productivity, time management, organization, professionalism, attention to detail, financial skills, documentation skills, reporting skills. Knowledge of Special Education requirements.

Send letter of interest, resume and three references to:

SAU 94

attn: Marie Braley

85 Parker St

Winchester, NH 03470

or

mbraley@wnhsd.org

- At least 2 year(s) of relevant experience preferred.
- Citizenship, residency or work visa required

Contact Information

Marie Braley

85 Parker Street

Winchester, New Hampshire 03470

Phone: (603) 239-8061

Email: mbraley@wnhsd.org

Map

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