

## **MAPLE RUN UNIFIED SCHOOL**

### **Job Description**

**Job Title:** Medicaid Clerk and Special Education Compliance Specialist  
**Location:** Maple Run Unified School District  
**Job Group:** Non-Union, Non-Certified  
**Reports To:** Director of Special Education

**Summary:** Maintains required record keeping responsibilities for Medicaid Program. Performs clerical and bookkeeping duties. Maintains frequent contact and communication with Central Office, Grant Coordinator, Agency of Education, and Maple Run Unified School Special Education personnel. Deals frequently with sensitive communications and information.

#### **Essential Duties and Responsibilities:**

1. Provides clerical and administrative support for the Medicaid Program by:
  - a. Monitoring incoming and exiting special education students for Medicaid eligibility.
  - b. Obtaining parental consent and physician's authorization for each eligible student.
  - c. Prepares billing period documents (development & assistive therapy, related services, and personal care logs) according to the student's IEP specifications.
  - d. Collecting and verifying accuracy of documents from Special Educators.
  - e. Assisting Special Education staff with all Medicaid requirements needed.
  - f. Submission of annual reinvestment report of Medicaid funds during the fiscal year.
2. Prepares monthly information for billing to include:
  - a. Recording student's information onto an LOC (level of care) log, in preparation for billing.
  - b. Submitting each LOC log into the system for Medicaid reimbursement while adhering to the guidelines set by the State of Vermont Agency of Education.
  - c. Recording the date of the paid submission from the Remittance Advice supplied by the State of Vermont AOE on each LOC log before filing documents into student files.
  - d. Recording or correcting each denied claim by the State of Vermont AOE for filing or resubmission.
  - g. Tracking student information: evaluation dates, IEP dates, entering and exiting students, provider certifications and licenses, grant awards, and monthly documents received.
  - h. Maintaining accurate and current student files for monthly AOE audits.
3. Tracks required information and prepares reports, including but not limited to: Child Count, Medicaid revenue per school and annual Reinvestment Report for Medicaid.
4. Assists EPSDT coders in completing Univ. of Mass Random Moments to ensure payment of grant funds. Submission of fringe and salary reports to Univ. of Mass.

5. Communicates quarterly with University of Mass regarding our list of coders each fiscal year, including leave of absence of coders, and reporting any change of status.
6. Compliance monitoring of all special education students, including new referrals, referrals, eligible students, non-eligible students, change of student status, as well as exited students. Electronic transfer of records to and from receiving and sending schools.
7. Monitoring students in custody and ensuring that an educational surrogate is appointed by the AOE before any special education testing is done.
8. Assists Special Education administration in researching and reporting data to AOE in response to monitoring and auditing of compliance with IDEA.

**Supervisory Responsibilities:** The ability to work in a collaborative team environment is essential to the employee's successful job performance

***Qualification Requirements:*** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are typical 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 graduate or equivalent plus two years' related experience or training. Associate degree in a related field is preferred.

**Language Skills:** Ability to read and interpret documents such as written instructions, and procedure manuals. Ability to write and produce routine correspondence and simple reports is required. The ability to speak effectively with various persons: parents, students, co-workers, and the general public is necessary.

**Mathematical Skills:** Ability to calculate figures and amounts such as prices, discounts, interest, percentages. Must demonstrate an ability to apply basic math concepts and basic algebra.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of variables in situations where standardization exists. An ability to interpret a variety of oral and written instructions and to maintain confidentiality of information presented in various forms (written/oral) is required.

**Other Skills and Abilities:** Must have strong communication, computer, and interpersonal skills. Have ability to learn and utilize new software programs as systems are upgraded. Must have above average typing skills. Demonstrated familiarity with Google Software and Excel. Demonstrated ability to establish and maintain effective working relationships with students, staff, and the school community is essential. Ability to speak clearly and concisely both in oral and written communication is required as is the ability to be able to keep high levels of confidentiality in all aspects of job performance. Ability to perform duties with awareness of all School District requirements and School Board policies is required.

***Physical Demands:*** *The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations as defined by the School district 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 sit and talk or hear. The employee frequently is required to walk and use fingers, tools or computers. The employee is occasionally required to stand and reach with arms or hands. Specific vision abilities required by this job include close and far vision.

***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 and work performed in an office environment.

**Terms of Employment:** Per Established Policy

**Evaluation:** Annually

**Revised:** February 7, 2024

*The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*

*The Board reserves the right to waive the essential requirements contained in this job description.*