



JOB TITLE	DEPARTMENT	REPORTS TO
Medicaid Specialist	Student Services	Director of Student Services

Position No: 61391	Length of Work Year: 12 Months
Salary Schedule: P12	Date Approved: 5/13/03
FSLA: Non-exempt	Date Revised: 2/6/24

JOB GOAL
To implement all aspects of the Medicaid Certified School Match Program, applying independent judgment in solving problems that arise in accordance with established program procedures.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Associate's degree or equivalent. 2. A minimum of five (5) years experience in complex administrative support responsibility to include three (3) years experience with Medicaid Certified School Match Program. 3. Evidence of Medicaid School Match training. 4. Experience in facilitation of Medicaid Certified School Match audits and monitoring. 5. Technical knowledge of state and local Agency for Health Care Administration procedures, processes and terminology. 6. Knowledge of school district procedures, policies, rules and processes. 7. Capable of making decisions acknowledging establishes procedures and practices. Handles routine administrative details independently. 8. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To generate documentation forms to meet requires specifications. 2. To review and authorize monthly documentation. 3. To process fee-for-service billing. 4. To ensure that all billing is audit compliant. 5. To correct billing errors and determine action to be taken. 6. To maintain bookkeeping records of claims billed and paid. 7. To maintain current credential/license file. 8. To facilitate the Administrative Claiming process. 9. To serve as liaison between district staff, Agency for Health Care Administration (AHCA) and consortium. 10. To conduct fee-for-service and administrative claiming training. 11. To coordinate and participate in Medicaid monitoring visits and audits. 12. To maintain all agreements and contracts. 13. To maintain a current Medicaid Guidebook. 14. To perform assigned tasks in a timely and efficient manner. 15. To perform assigned tasks with a high standard of quality. 16. To perform other duties as assigned by the supervisor.

PHYSICAL DEMAND CLASS:
Sedentary (S) - Infrequent lifting and carrying of objects weighing 10 pounds or less. Infrequent walking and/or standing may be required.