

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

COORDINATOR OF MEDICAID

Required Qualifications:

- Master's Degree
- Minimum of three (3) years successful work experience in carrying out Medicaid functions
- Thorough knowledge of accounting and bookkeeping procedures
- Knowledge of existing technology necessary to facilitate Medicaid functions
- Ability to maintain effective working relationships with co-workers

Performance Responsibilities:

- Develop procedures pertaining to Medicaid documentation and reimbursement. Ensure compliance and implementing training programs.
- Provide training on the use of the Medicaid billing system and the requirements of the Medicaid Program.
- Monitor the effectiveness of the Medicaid Training Programs.
- Manage databases which support critical business functions. Identify opportunities to improve processes and submit recommended enhancements to the immediate supervisor or designee.
- Monitor to ensure the delivery of Exceptional Student Education (ESE) and Section 504 services is in accordance with Medicaid policies and procedures.
- Manage the fee for Transportation Claiming Program, when applicable.
- Monitor and review Medicaid claims to ensure compliance with Medicaid requirements.
- Generate and distribute reports in response to and in support of local, state and federal Medicaid audit.
- Monitor and track changes to state and federal Medicaid rules, statutes, and guidelines for both direct and administrative claiming processes. Partner with immediate supervisor and designee to ensure compliance with state, and federal statutes governing the Medicaid program.
- Participate in training programs offered to enhance the individual skills and proficiency related to job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor or designee.

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Executive Director of Student Support Programs

Evaluation:

Annual evaluation done by the Executive Director of Student Support Programs

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule – Professional/Technical/Supervisory Category F

Job Code:

63057

Board Approved: 06/08/2021