

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

COORDINATOR, Medicaid/Health Services

QUALIFICATIONS

- Bachelor's Degree required. Degree major in Healthcare Management or related field preferred.
- Experience in auditing and healthcare services preferred.
- Experience in hospital health/or health clinic care setting preferred.
- Experience in the preparation of written material including federal, state, and private grant writing preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of program analysis, planning, auditing and fiscal management.
- Knowledge of specialized functions such as maintaining complex records and interpreting ordinances, regulations, statutes and policies.
- Knowledge of computer applications and technological equipment as related to specific job functions.
- Knowledge of applicable laws, rules, policies, and procedures as they relate to Federal and State Medicaid laws and McKay Scholarships.
- Knowledge of basic computer software and hardware.
- Knowledge of Student and State Database Systems.
- Knowledge of state and federal healthcare funding.
- Knowledge of district on-line Medicaid Billing System.
- Knowledge of federal and state grants to support full service programs.
- Effective skills in oral and written communications.
- Ability to plan, organize, prioritize, analyze, interpret, and use data in decision-making for Medicaid related data.
- Ability to communicate and work cooperatively with others.
- Ability to interpret policy, law, and federal and state regulations.
- Ability to coordinate programs, budget, and professional development related to healthcare and Medicaid topics.

SUPERVISION

REPORTS TO Executive Director of Exceptional Student Support Services or Designee
SUPERVISES Assigned Personnel

POSITION GOAL

To administer the State of Florida Medicaid Management Project for direct and administrator claims; maintain District's Medicaid procedures, billing and policies; and develop federal, state, local and private funding opportunities to benefit Seminole County Public Schools.

PERFORMANCE RESPONSIBILITIES

1. * Assist District with required programs, surveys and reports requested by state and federal departments and agencies.
2. * Provide Medicaid billing and audit reports for local, state and federal audits.
3. * Provide support and training for District SDCP system.
4. * Review data for accuracy and compliance.
5. * Provide and monitor Medicaid funding data for Exceptional Student Support Services and District departments.
6. * Maintain current knowledge of Medicaid rules, statutes and federal guidelines for both direct and administrative claims.
7. * Monitor network system for billing of Medicaid by District for both direct and administrative claims.
8. * Identify Medicaid eligible students and implement procedures for on-going identification of eligibility.
9. * Track required service delivery and billing audit in accordance with Medicaid policies and procedures and generate analysis forms.

COORDINATOR, Medicaid /Health Services, Page 2

10. * Assist, as needed, with the training and input of data into computer programs for Medicaid personnel.
11. * Assist department in developing updated Medicaid services manuals for speech/language, OT, PT, nurses, psychologists, social workers, guidance counselors, and others as required.
12. * Provide professional development activities to staff on Medicaid procedures for direct and administrative claims billing.
13. * Communicate with McKay Scholarship families and act as the District liaison.
14. * Establish and maintain a resource file for grant awards, federal and state rules, regulations, and guidelines associated with health services.
15. * Establish and implement procedures to obtain grants from health services resources.
16. * Analyze proposals and determine capability of the school system to qualify for the assistance.
17. Perform other duties as assigned by the Executive Director of Exceptional Student Support Services or Designee.

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Standard office equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

A75-12-G \$52,937 - \$83,341

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBA
Personnel Category 05
EEO-5 Line 03
Function 6300
Job Code 1351
Survey Code 61308

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

June 23, 2015
February 24, 2015

ADA Information Provided by Michelle Walsh
Position Description Prepared by Michelle Walsh