

MEDICAID REIMBURSEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of office clerical and account-keeping practices in maintaining accurate records for a school district regarding Medicaid billing and reimbursements. The position requires that an incumbent become substantially familiar with Medicaid regulations. Work is performed under direct supervision in accordance with established policies and guidelines. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Monitors and determines eligibility for Medicaid reimbursable support services;

Reviews Medicaid regulations and identifies the special education programs and services that are reimbursable via Medicaid;

Compiles, codes, indexes services for eligibility determination through the New York State Department of Health Master computer system;

Establishes and maintains procedures for school staff and other providers regarding documentation of services to support Medicaid eligibility;

Develops and maintains computer database for monthly statistical records and reports of eligibility for Medicaid reimbursements;

Maintaining audit and control documentation in support of Medicaid regulations and guidelines;

Preparation of software disks in support of the fiscal reimbursement process to be transmitted for Medicaid determination and reimbursement;

Tracks audits and monitors all Medicaid reimbursements and/or other reimbursements due the

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school;

Maintain all files and other records in support of Medicaid audit functions required by federal, state and state education authorities;

Maintains fiscal oversight of existing and future programs to ensure compliance with guidelines or regulations;

Attends meetings and reviews literature to remain knowledgeable of Medicaid regulations, procedures, and requirements;

Assists with registration of students into the district;

Conducts intake interview and collects data pertaining to social, family, medical, and case history.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

TERISTICS: Good knowledge of Medicaid regulations, procedures and requirements; working knowledge of modern methods used in keeping and checking financial records and accounts; ability to maintain complex, multiple activity control and students records to prepare reports; ability to monitor and evaluate program compliance; ability to interpret data presented in tabular forms; ability to plan, manage, organize, coordinate, and control the required activities; ability to prepare local policies and quality assurance procedures regarding Medicaid eligible support services; ability to present ideas clearly both orally and in writing; ability to prepare financial and narrative reports; ability to prepare electronic data to interface with computers systems both on and off site; ability to work effectively with others; attention to detail; tact; and courtesy.

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MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two years of experience in a position requiring the application of eligibility criteria in reviewing applications for health benefits or in determining the payment of claims using established criteria.

NOTE: Completion of appropriate coursework from a school of medical record science can be substituted for one (1) year of experience.

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Jurisdictional Class: com
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 2/21/2023