

vision abilities required by this job include close vision, distance vision, and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

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.

REPORTS TO

Executive Director of Exceptional Student Education

GENERAL RESPONSIBILITIES:

1. Develop, implement and manage Medicaid fee-for-service revenue reimbursement opportunities in the District in accordance with applicable rules and regulations for exceptional student services provided in the school setting.
2. Establish and maintain student and financial records, Medicaid fee-for-service funding and reporting data, determine eligibility for Medicaid funding, and process account billing.
3. Train and monitor service providers while providing professional and courteous service at all times.

SPECIFIC RESPONSIBILITIES:

1. Manages Medicaid fee-for-service revenue reimbursement programs for the District.
2. Prepares revenue and related reports and state audit information with the Florida Agency for Health Care Administration (AHCA).
3. Develops and maintains knowledge of current Medicaid rules, statutes and government guidelines pertaining to specialized exceptional education student services provided in the school setting, including but not limited to physical therapy, occupational therapy, speech and language therapy, nursing services, transportation and behavioral health services, testing and psychological reports.
4. Ensures program compliance with applicable laws, regulations, policies, procedures and administrative requirements.
5. Identifies Medicaid-eligible students and implements procedures for on-going identification and verification of eligibility.

6. Administers the District's network system for billing of Medicaid fee-for-service using on-line systems developed by approved provider.
7. Provides data documentation training for all District staff involved with exceptional education services and programs.
8. Trains and supervises the work of personnel involved in entering student/Medicaid records; trains providers in documenting services in accordance with regulatory rules and regulations and District procedures.
9. Submits data to regulatory agencies as required.
10. Maintains specialized exceptional student services provider credentials.
11. Develops, implements and processes Medicaid encounter logs by service providers.
12. Tracks required service delivery and billing audits in accordance with Medicaid policies and procedures, and generates reports and analyses.
13. Attends state training, meeting, workshops and seminars as required to enhance job knowledge and skills.
14. Performs other duties as assigned.