

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 2205
Instructional

FLSA: Exempt

COORDINATOR, OTHER - MEDICAID
REPORTS TO: Executive Director, Exception Student Education
SUPERVISES: Not Applicable
QUALIFICATIONS: Master's degree from an accredited college or university. State certification in Exceptional Student Education or a related field. Five (5) years of related professional experience, including budget and resource allocation. Demonstrated knowledge of laws and regulations of the Medicaid Certified School Match Program and the Medicaid School District Administrative Claiming Program.
MAJOR FUNCTION
Assists the Executive Director, Exceptional Student Education (ESE) in the development, implementation, and coordination of the Medicaid Certified School Match Program and the Medicaid School District Administrative Claiming Program.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Develops and implements processes to monitor Medicaid Programs• Assists in the development and provision of training components related to areas of responsibility• Conducts quarterly workshops for administrative outreach participants• Serves as liaison between the School District, the Florida Department of Education, the Florida Agency for Health Care Administration, and other appropriate groups or agencies on matters relating to Medicaid• Attends professional meetings (national, state, and local) to keep informed on current issues and developments related to the areas of responsibility• Prepares funding projections for each school year• Serves as the district's Medicaid resource person and consults with Exceptional Student Education and Student Services professionals on the implementation of a coordinated records management operation• Assists the district with required programs, surveys, and reports requested by state and federal departments and agencies• Assists Exceptional Student Education and Student Services departments with programs and funding needs• Provides and monitors Medicaid funding data• Maintains current knowledge of Medicaid rules, statutes, and federal guidelines• Interprets rules and regulations of current Medicaid policies and procedures• Applies knowledge of operational, organizational, fiscal, and procedural regulations applicable to Medicaid

COORDINATOR, OTHER - MEDICAID

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Tracks required service delivery and billing audits in accordance with Medicaid policies and procedures and generates analysis forms• Monitors ongoing programs for effectiveness and compliance with Medicaid guidelines• Participates in required state or federal compliance monitoring activities• Develops and implements a plan for personal professional development• Participates in relevant professional organizations• Performs other related duties as required
TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 8/17/11 LM; REVISED FORMAT, TITLE, QUALS, PREFERRED, MF, ER, ADA; 9/12 LM; BOARD APPROVED: 5/21/13

COORDINATOR, OTHER - MEDICAID

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Coordinator, Other Medicaid – INS