

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title:	Health Services Coordinator (T61)	Job Family:	10
Department:	Child Development Center-KSHS	Lane Placement:	8
Supervisor's Title:	Administrator, Child Development Center	Contract:	242 Days
FLSA Classification:	<u>Non-exempt</u>	Hours per day:	8 Hours
Department Approval:	<u>J. Debbie Brelland</u>	Date:	<u>6/20/13</u>
ADA Review:	<u>Janele Mashea</u>	Date:	<u>6-24-13</u>
Human Resources Approval:	<u>Burt</u>	Date:	<u>6-20-13</u>
Superintendent Approval:	<u>Johnson</u>	Date:	<u>6/24/13</u>
Original date:	<u>02/07</u>	Revised:	<u>07/13</u>
		Revised:	

GENERAL FUNCTION

The **Health Services Coordinator** will coordinate the Medicaid reimbursement sources for Jordan School District which includes the Medicaid Administrative Claiming (MAC) and the State Medicaid services. Will be responsible for maintaining records for Medicaid Reimbursement, auditing reports for accuracy, billing and reconciling monthly one-on-one nursing invoices, negotiating vendor rates and working with vendors, State Medicaid staff and other individuals as needed.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Coordinate the Medicaid reimbursement sources for the District: The Medicaid Administrative Claiming (MAC) and the reimbursement received from State Medicaid for Health Related Services provided to students throughout the District.
- May assign work to other assistants. May assist the District Outreach efforts to connect district patrons and students in need with insurance.
- Assist in directing data entry staff to ensure that data is reported in an accurate and timely manner.
- Coordinate with Cost Management Services on the three time studies conducted in the District each year.
- Schedule and participate in staff training and computer lab support throughout the district
- Generate reports of staff participation and completion and reimbursement received.
- Follow-up with District staff to ensure timely completion of their MAC time study.
- Negotiate rates with vendors of nursing care.
- Coordinate with District Special Education staff, District nurses, Kauri Sue Hamilton School staff, and preschool staff to identify students requiring a one-on-one nurse.
- Maintain records of student's receiving one-on-one nursing services: student's current IEP, current Individual Health Care Plan, Nursing Agency contracts, nursing notes, reimbursement claims, and attendance records.
- Prepare, review, bill and reconcile monthly nursing notes and one-on-one nursing bills with each Home Health Agency and Medicaid for all District students requiring one-on-one nursing.
- Stay current on federal/state electronic billing requirements and federal HIPAA requirements for Medicaid and ensure that Health Services meets these criteria.

- Perform statistical calculations and tabulations in accordance with formulas and equations established by the Department of Health – State Medicaid to determine billing to be entered by data clerk.
- Review IEP data from Goalview system to bill for students who are receiving health related services as written in their IEP.
- Gather information necessary to log and audit Medicaid reports for special schools, pre-school, diagnostic kindergarten, and cluster units in the District.
- Audit reports and/or record systems periodically, notifying appropriate individuals of discrepancies and correcting information as required, including billing, receipting, and updating Medicaid accounts.
- Maintain records of attendance and Medicaid reimbursement for annual Medicaid audit of reimbursement claims.
- Maintain and reconcile monthly and year to year log of Medicaid monies received.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.
- Copies and collates handouts and District mailings.
- Communicates with Information Systems staff regarding State Medicaid guidelines for reimbursement.
- Stay up to date on current Medicaid billing processes and requirements.
- Meet regularly with state Medicaid staff.
- Process and maintain follow-up system on reports, orders or other matters requiring action on a periodic basis.
- Work closely with the technical assistant for Early Intervention to coordinate the billing process for Medicaid.
- Review monthly attendance reports.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires an Associate's Degree in business or related field PLUS 4 year(s) of demonstrated experience in an office environment, preferably in Medicaid reimbursements or claims processing, or any equivalent combination of education and experience.
- Experience negotiating contracts or rates with vendors preferred.
- Strong understanding of Individual Educations Plans (IEP) preferred.
- Functional knowledge of medical terminology and coding.
- Advanced competence with Microsoft PC applications.
- Excellent interpersonal skills required.

- Knowledge of Special Education programs, laws and regulations preferred. Knowledge of procedural and program requirements of the Individuals with Disabilities Education Act.
- Strong organizational skills required.

Machines, Tools & Equipment Used:

- Standard office equipment, computers, copier, fax, scanner, etc.

Physical Requirements – Not limited to the following:

- Requires ability to lift and move a minimum of 10 pounds.
- Requires ability to deal with stressful situations resulting from constant changes and numerous deadlines.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands and arms to reach and grasp.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*