

**GARRARD COUNTY SCHOOLS**  
**Job Description**

**CLASS TITLE:** Medicaid Coordinator

**REPORTS TO:** Superintendent

**EXEMPT STATUS:** Exempt

**APPROVED:**

- Coordinate the Medicaid office procedures and processes by providing leadership and enthusiasm for the Medicaid school health services program including but not limited to; act as liaison between the district and state entities; problem solve by gathering, analyzing and sharing data; responsible for assuring compliance with applicable laws and regulations; facilitate the tracking of licensure for school health providers and update department procedures to ensure compliance with state and federal Medicaid rules; attend required local, state and federal meetings and implement their information in the program, confer with other districts to coordinate program activities to enhance state compliance and maximize reimbursement rates.
- Coordinate the random moment time study, develop training materials and tools to maximize response rate and accuracy; collaborate with district departments to obtain relevant information pertaining to state and federal reporting, program compliance and maintaining state system databases; maintain pertinent Medicaid information within the district's student information systems.
- Establish Medicaid eligible students on a monthly basis from report received by the state; inform district health service providers and special education teachers of current Medicaid eligible students; gather and track permission to participate and release of information for Medicaid eligible students through the one-time parent consent form; assure confidentiality with FERPA, HIPPA, state and federal rules/regulations on the management of medical information; review quality assurance report received from the consortium for compliance regarding Medicaid billing.
- Review personal care and nursing services form for Medicaid roster compliance and billing; monitor database to track all providers, students and Medicaid billable health services compliance; coordinate with special education administrators and case managers to ensure IEP language is written for Medicaid claiming purposes; provide staff development, support and technical assistance to stakeholders including training materials, guides and forms; attend monthly nurse meetings providing updates and problem solving.

- Develop quarterly Medicaid direct service and administrative claiming rosters for the random moment time study; prepare and submit and reconcile quarterly cost reports; verify employees selected by the state to confirm they are not on the Office of the Inspector General Excluded Provider list; review quarterly provider reports received from the consortium to assure compliance with provider billing.
- Coordinate, prepare and submit the annual cost reconciliation in collaboration with the Finance Officer, and other annual reports ensuring compliance with state and federal regulations; establish checks and balances to ensure data integrity; participate in quarterly compliance reviews, create and update the district's Local Service Plan ensuring plan is developed every five years.