

# **WARREN COUNTY PUBLIC SCHOOLS**

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

## **Medicaid Specialist Position Description**

**LOCATION:** Special Services

**JOB CATEGORY:** Professional Support

**PAY GRADE:** Grade 36

**CONTRACT TYPE:** 250 Day – 12 Months

**FSLA:** Non-Exempt

**IMMEDIATE SUPERVISOR:** Director of Special Services

### **GENERAL DEFINITION AND CONDITIONS OF WORK**

The Medicaid Specialist serves as the division's lead coordinator for the School-Based Medicaid Program. The position is responsible for implementing and managing the Medicaid and School Program, ensuring compliance with all applicable federal and state regulations, and maximizing the division's Medicaid reimbursement opportunities. The Medicaid Specialist oversees program integrity through monitoring, training, auditing, documentation review, billing oversight, and collaboration with internal and external stakeholders. This position requires a thorough understanding of Medicaid regulations, Virginia Department of Education (VDOE) requirements, Department of Medical Assistance Services (DMAS) guidelines, licensing standards, and school division procedures while maintaining the highest level of confidentiality and professional ethics.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

#### **Program Administration and Compliance**

- Administer and coordinate the School-Based Medicaid Program in accordance with all applicable federal and state Medicaid laws, Department of Medical Assistance Services (DMAS) requirements, Virginia Department of Education (VDOE) regulations, licensing standards, and division policies.
- Develop, coordinate, and provide annual training and ongoing technical assistance to school-based and central office staff regarding Medicaid billing procedures, documentation requirements, compliance expectations, and regulatory updates.
- Serve as the division's primary resource regarding Medicaid program requirements, eligibility, billing procedures, and compliance for administrators, staff, service providers, and families.
- Attend required Medicaid Coordinator meetings, state training sessions, and

- professional development to maintain current knowledge of program requirements.
- Prepare utilization reviews and monitor overall Local Educational Agency (LEA) compliance with Medicaid requirements.

### **Billing, Claims, and Financial Management**

- Manage all monthly Medicaid billing processes, including claim submission, review of denied claims, correction of billing errors, and timely resubmission of eligible claims.
- Review remittance vouchers, billing reports, accounting records, quarterly administrative claims, and the annual cost report to ensure accuracy, completeness, and compliance with state timelines.
- Collaborate with Finance, Technology, Special Education, Transportation, Human Resources, and third-party vendors to resolve billing, reporting, and data integrity issues.
- Maintain complete, accurate, and audit-ready billing records, reports, files, and supporting documentation required by state and federal agencies.

### **Monitoring and Quality Assurance**

- Monitor monthly billing activity, service documentation, transportation logs, provider documentation, parental consent, Medicaid eligibility, and provider enrollment to ensure compliance with program requirements.
- Verify provider licensure, certifications, DMAS enrollment, and required credentials, including maintaining provider information within the Random Moment Time Study (RMTS) system.
- Review provider documentation and billing activity, identify deficiencies, communicate corrective actions, and monitor follow-up to ensure ongoing compliance.
- Prepare quarterly Medicaid eligibility matches and other required compliance reports.

### **Random Moment Time Study (RMTS)**

- Coordinate all aspects of the Random Moment Time Study (RMTS), including participant identification, annual scheduling, participant maintenance, salary funding verification, staff training, response monitoring, and compliance reporting.
- Maintain accurate participant records by tracking personnel changes, work schedules, funding sources, certifications, and employment status.

### **Professional Responsibilities**

- Maintain confidentiality of student, medical, financial, and personnel information in accordance with applicable federal and state laws.
- Establish and maintain effective working relationships with school personnel, administrators, families, community agencies, state representatives, and vendors.
- Communicate effectively, both orally and in writing, with a variety of internal and external stakeholders.
- Demonstrate professionalism, ethical conduct, sound judgment, and nondiscriminatory practices in all interactions.
- Report suspected child abuse or neglect in accordance with state law and division procedures.
- Take appropriate precautions to protect students, staff, equipment, records, and facilities.

- Participate in ongoing professional learning to maintain current knowledge of Medicaid regulations, reimbursement requirements, and best practices.
- Perform all other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of federal and state Medicaid regulations, School-Based Medicaid programs, Department of Medical Assistance Services (DMAS) requirements, Virginia Department of Education regulations, documentation standards, reimbursement processes, and compliance requirements. Knowledge of medical billing procedures, auditing practices, financial reporting, and records management. Strong analytical, organizational, and problem-solving skills with the ability to interpret complex regulations, identify discrepancies, and implement corrective actions. Ability to develop and deliver effective professional development and technical assistance to diverse audiences. Excellent verbal and written communication skills with the ability to establish and maintain positive working relationships with staff, families, governmental agencies, vendors, and community partners. Ability to maintain strict confidentiality while exercising sound judgment and professional discretion. Demonstrated ability to manage multiple priorities, meet deadlines, and work independently with minimal supervision. Proficiency in the use of computers, database management systems, billing platforms, student information systems, financial systems, and other business, productivity, and division software applications. Ability to learn and adapt to new technologies, software applications, and changing regulatory requirements.

### **EDUCATION AND EXPERIENCE**

High school diploma or equivalent required. Associate's or Bachelor's degree in Business Administration, Healthcare Administration, Health Information Management, Medical Billing and Coding, Accounting, Public Administration, Education, or a closely related field is preferred.

Experience in Medicaid billing, medical billing and coding, healthcare reimbursement, school-based Medicaid programs, compliance, auditing, finance, healthcare administration, or a closely related field is preferred. Experience interpreting state and federal regulations, maintaining confidential records, preparing reports, analyzing data, and coordinating compliance activities is highly desirable. Any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.

### **SPECIAL REQUIREMENTS**

The employee must be able to travel between schools and division-related locations throughout Warren County Public Schools as necessary to perform assigned duties. Employees operating a personal or division vehicle for work-related purposes must maintain a valid driver's license and meet all Warren County Public Schools driver eligibility and authorization requirements. Employees transporting students must successfully complete and maintain all required driver screenings, approvals, and compliance requirements, including but not limited to Motor Vehicle Record (MVR) reviews and any division-required training or documentation. The employee must maintain confidentiality of student, medical, financial, and personnel information in accordance with all applicable federal and state laws. The candidate must possess good moral character and serve as a positive role model while representing Warren County Public Schools in a professional manner.

## **PHYSICAL DEMANDS/REQUIREMENTS**

The physical demands described herein are representative of those that must be met to successfully perform the essential functions of this position. Work is performed primarily in an office environment with frequent use of computers and standard office equipment. The employee is regularly required to sit for extended periods while reviewing records, entering data, preparing reports, and performing detailed computer work. Frequent use of hands, fingers, wrists, and arms is required for keyboarding, operating office equipment, and handling documents.

Frequent visual concentration and close visual acuity are required to review computer screens, analyze billing records, verify documentation, prepare reports, and perform detailed data entry. Hearing and speaking abilities sufficient to communicate effectively in person, virtually, and by telephone with staff, families, vendors, and state agencies are essential. The employee must possess strong oral and written communication skills to provide training, technical assistance, presentations, and professional correspondence.

The position requires the ability to analyze complex information, maintain a high level of accuracy and attention to detail, exercise sound judgment, and manage multiple priorities while meeting established deadlines. Occasional standing, walking, bending, reaching, stooping, and lifting or carrying materials weighing up to approximately 25 pounds may be required. Occasional travel between schools and division offices is required. The employee is primarily subject to indoor environmental conditions.

## **EVALUATION**

Performance will be evaluated by the Director of Pupil Services or designee in accordance with School Board policies and division guidelines.

*Warren County Public Schools is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, age, religion, ancestry, genetic information, marital status, or any other characteristic protected by law. WCPS is committed to providing a work environment free from discrimination and harassment.*