



Notice of Job Vacancy #24-108

Posting Date: May 1, 2024

Position: Medicaid Billing Agent

Employment Term: Full-Time / 240 days

Salary: Based on the [EPIC FY'24 Service Personnel Salary Scale Grade H](#) with years of related verified experience, an education supplement, and a Service Coordinator stipend

Location: The EPIC central office – 109 S. College Street, Martinsburg, WV 25401

Qualifications: The selected candidate must have a minimum high school diploma or equivalent and excellent communication and technology skills. Experience with Medicaid billing is preferred, but training will be provided.

Job Description: The EPIC Medicaid Billing Agent will provide Medicaid billing services and support to participating EPIC counties.

Responsibilities:

- Facilitate the enrollment of providers and upon request, provide training/in-services and ongoing updates via state guidelines pertaining to each provider's specialty.
- Ensure provider licensures/certifications are updated yearly to maximize ongoing participation.
- Provide ongoing identification of Medicaid eligible children who are being served through OSE to ensure maximum reimbursement of services are provided.
- Continuously communicate with predetermined county contacts to provide Medicaid eligibility updates and additions of newly enrolled students.
- Assist in identifying and reporting those students who may be under different names in the data systems due to foster care or various other reasons.
- Provide printed quarterly reports of eligible children by school and by provider to ensure maximum reimbursement through identification.
- Enter/process billing data electronically and follow-up on payments, denials, and/or pending claims.
- Provide portal support and revalidation of county to ensure program participation.
- Delete/void items billed/processed if/when a county determines any submissions were premature or not supported through documentation.
- Prepare and report financial information to individual LEAs in region via deposits.
- Develop awareness of absolute documentation as well as appropriate and necessary language per chapter 538 guidelines to deter audit findings.
- Gather and monitor student-related (supporting) documentation per county, per individual specialty; and provide county support and assistance in correcting any deficits found.
- Compile and prepare county reports concerning the outcome of monitoring to appropriate LEA. (This is a tool to provide ongoing support against findings in the event of a federal audit). The LEA's have the main responsibility of maintaining supporting documentation for the mandated length of time in a central location and ensuring reimbursements are totally supported and allowed.)
- Maintain absolute confidentiality of students and student data. Federal law prohibits issuing the names of individuals with disabilities to a non-educational agency without parental consent. Medicaid covered children and verbal communications concerning all students need to be handled in a sensitive and secure way.

- Attend state Medicaid meetings/trainings and keep current on legislative status of the Medicaid Program, guidelines and BMS (Bureau of Medicaid Services) requirements
- Participate in and assist counties with the required participation in Random Moment Time Studies (RMTS) that will impact the final cost settlement of each county.
- Assist the LEAs and providers (new teachers) according to individual needs to guarantee the maximum reimbursement, while supporting the highest level of program integrity.
- Other related duties as assigned in support of the program

Reports To: EPIC Administrator

Conditions of Employment: Recommended by the EPIC Administrator; Confirmed by the EPIC Regional Council

Anticipated Start Date: Immediately following the onboarding process.

Application Process: Candidates may make application one of the following ways:

Online application can be made online via Teach-In West Virginia Application System.

[Use this link to go to the online application system.](#)

Hard copy EPIC application can be downloaded from the EPIC website.

[Use this link to access the EPIC hard copy application.](#)

Once the hard copy application is complete:

Email to Shannon Johnson at sdjohnson@wvesc.org

Fax to 304-267-3599 Attention: Human Resources

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources

This posting will remain open until filled or no longer needed.