BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE: OCTOBER 2003
LAST REVISION DATE: DECEMBER 2017

POSITION TITLE: Medical Assistance Claim Processor   BAND & GRADE: A-1-3-3

IMMEDIATE SUPERVISOR: Director of Special Education   SUPERINTENDENT DISCRETION 7/1/18 B-2-1-4

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SUPERVISOR   EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

Job Summary (Basic Purpose of Position)

Oversee collection and submission of all Medical Assistance data to the Minnesota Department of Human Services. Provide information to staff and parents regarding the process. Stay informed of current Department of Human Services' policies and procedures.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.00 Provide information to providers, administration and parents regarding claiming medical assistance funds. 1.01 Answer questions about Medical Assistance (MA) reimbursement. 1.02 Inform staff about correct MA process. 1.03 Assist staff in identifying eligible students. 1.04 Monitor the submission of all forms. 1.05 Enter information about Medical Assistance into SpEd Forms. 1.06 Provide information updates regarding billable services; including but not limited to: assistive technology, interpretive services, speech language pathology, audiology, personal care assistance, mental health, children's therapeutic services and supports, special education transportation, physical therapy and occupational therapy.	A1	20% D/W 50% D/W		Knowledge of: 1. SpEd Forms System. 2. Medical Assistance/MinnesotaCare TEFRA 3. HIPPA. 4. IEP Reimbursement Program. 5. Codes for state school based billing. 6. Diagnosis codes (ICD-9 and ICD-10). Skill in: 1. Typing. 2. Utilizing personal computers.	1.01 Questions about MA reimbursement are promptly and accurately answered. 1.02 Staff have been informed about correct procedures for MA billing. 1.03 Staff are assisted in identifying eligible students. 1.04 Submissions completed in a timely and accurate manner. 1.05 Information about MA billing has been entered on SpEd Forms. 1.06 Updates were provided to appropriate staff. 1.07 Ensured correct implementation of new regulations and procedures. 1.08 Documentation is complete and

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1.07 Monitor implementation of new state guidelines/regulations and District procedures. 1.08 Maintain accurate notes and documentation regarding services and claims. 1.09 Review documentation to ensure compliance with standards/regulations. 1.10 Review appropriate documents/databases to ensure students meet requirements for service reimbursement.	A1			3. Conducting research. 4. Organization 5. Filing. 6. Collecting data. 7. Training. 8. IEP Health Related Services rates. 9. Utilization of office equipment (i.e. copy machine, fax, etc) 10. Utilization of telephone system.	accurate. 1.09 All documentation is in compliance. 1.10 Ensure students meet eligibility requirements.
2.00 Process Medical Reimbursement claims.					
2.01 Obtain Rx from physicians for Personal Care Assistant (PCA) services. 2.02 Contact students' private insurance carriers regarding reimbursement. 2.03 Verify the following: eligibility; consent; current Rx; documentation on IEP; student has billable diagnosis and receives billable services; providers have proper certification; providers have completed proper state documentation forms. 2.04 Monitor process for correct documentation, collection of data and submission of forms. 2.05 Correct errors in submitted data and resubmit to DHS. 2.06 Maintain records regarding required training for paraprofessionals. 2.07 Notify appropriate supervisory staff when training records are missing or out of date. 2.08 Answer questions regarding required training and certification(s). 2.09 Verify state payments in accordance with payment calendar, review for errors, submit corrections as needed, and send to finance with appropriate notes. 2.010 Maintain data within the state system to ensure accurate and timely billing.	A1	24% D/W		ABILITY to: 1. Accurately analyze, organize and maintain data. 2. Communicate effectively – verbally and written. 3. Understand IEPs. 4. Complete and submit reports and claims. 5. Obtain Rx from Physicians' Offices. 6. Manage time efficiently. 7. Work with multiple providers. 8. Maintain schedules and records. 9. Work with minimum supervision. 10. Be accurate with figures. 11. Make decisions independently. 12. Determine appropriate diagnosis codes for services provided. 13. Make eligibility	2.01 Rx's have been obtained from physicians for PCA reimbursement. 2.02 Students' private insurance carriers have been contacted. 2.03 The regular routine duties listed under 2.03 have been verified for completeness. 2.04 The MA collection process has been monitored for correct documentation, collection of data and submission of forms. 2.05 Errors in submitted data have been corrected and resubmitted. 2.06 Records are complete and up to date. 2.07 Notification has been provided to appropriate supervisory staff. 2.08 Provided information in a timely manner. 2.09 Payments verified, corrections submitted, and processed through finance office. 2.010 Data is up to date. 2.011 Health related services claims are submitted correctly and SpEd Forms are updated with current

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2.011 Submit IEP health related services claims and ensure current rates are entered into SpEd Forms. **3.00 Oversee Medicaid Submission and Reimbursement Process** 3.01 Monitor DHS for changes in policies. 3.02 Utilize MA systems. 3.03 Submit correct claims. 3.04 Review Remittance Advice for accuracy. 3.05 Verify students' eligibility for Medical Assistance and the delivery of services to those who are eligible. 3.06 Maintain eligibility information on the student special education database. 3.07 Maintain accurate up-to-date student files for 5 years. 3.08 Maintain up-to-date knowledge-base by attending DHS workshops and other meetings. 3.09 Submit requested information to DHS when audited. 3.010 Maintain and verify data on all Medical Assistance encounters for services and submit data in year-end report. 3.011 Work with case managers and parents to ensure eligibility information is updated and consent forms are signed. 3.012 Ensure consent forms are obtained before providing student information to agencies providing CTSS, OT, PT, or other services. **4.0 Random Moments Process** 4.01 Send program packets to new special education staff. 4.02 Confirm service billing qualifications of new special education staff.		5% D/W		determinations. 14. Solve problems. 15. Complete work accurately. 16. Maintain compliance with state and federal regulations. 17. Maintain confidentiality. 18. Prepare various reports. 19. Participate in appropriate professional development. 20. Maintain consistent and reliable attendance.	rates. 3.01 DHS policies are regularly monitored for changes. 3.02 MA systems have been correctly utilized. 3.03 Claims are correctly submitted. 3.04 Remittance forms have been monitored for accuracy. 3.05 MA students' eligibility and services are verified. 3.06 Student special education database eligibility information is complete and up to date. 3.07 Up-to-date student files contain accurate information. 3.08 Understands DHS MA billing process. 3.09 Requested information is submitted to DHS. 3.010 All MA encounters for services have been collected and verified and accurate end-of-year report submitted to DHS. 3.011 Assisted case managers and parents as needed. 3.012 Consent forms have been obtained and are maintained in the appropriate files/database. 4.01 Program packets sent to new special education staff. 4.02 Verified qualifications. 4.03 Collected, organized and maintained

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4.03 Collect, organize and maintain documents and information regarding qualifications and billing eligibility. 4.04 Submit appropriate information and updates to state program organizer. 4.05 Identify staff eligible to participate in the Random Moments process. 4.06 Provide information and respond to questions regarding the process/procedures. 4.07 Create and maintain a database of eligible/participating staff.					billing eligibility documents. 4.04 Submitted information and updates in a timely manner. 4.05 Accurately identified eligible staff. 4.06 Provided accurate information and answers to questions. 4.07 Database is complete and up to date.

PREFERRED QUALIFICATIONS: Education and/or experience processing insurance and/or medical assistance claims.