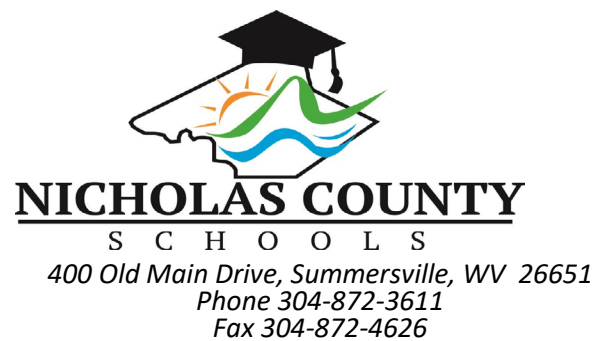


Board Members

Chip Perrine, President
Roy Moose, Vice President
Phil Berry, Member
Steve Ferguson, Member
Rick Green, Member

Superintendent

Dr. Donna Burge-Tetrick



Job Description

Position: Special Education Compliance/Medicaid Specialist

Classification: Professional

Reports to: Special Education Director/Treasurer

FLSA Status: Exempt

Evaluation:

Performance in this position will be evaluated by the building principal/immediate supervisor and in accordance with WV State Code § 18A-2-12, WV State Board Policy 5310, and Nicholas County Board of Education Policy GCNA.

Qualifications:

- Professional with a four year degree
- Experience in governmental accounting, financial reporting and budgeting
- Experience in IEP Compliance and Medicaid Billing
- Perform the job duties set forth below

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substance which affects employee productivity, safety or judgement in the workplace will not be tolerated.

Staff members serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

Staff members have a legal responsibility to help instill in students the belief in the practice of ethical principles and democratic values.

Job Summary:

To account for and manage IEP documentation for compliance and to provide assistance as necessary to the Special Education department and individual schools, and to manage the financial and daily tasks of the Medicaid Billing program. Also required to provide support as needed in regards to the financial aspect of Federal projects.

Duties/Responsibilities: Additional duties may be assigned

Special Education:

- Gather Medicaid Authorizations, Parent Consents, and Plan of Care forms and get those entered into the EDOCS portal so it updates which students are active to be billed for Medicaid services. Must keep a list of those students not received back and compare those with our lead Speech Therapist, and she lets us know who is and is not available to bill for Medicaid. Mark the unbillable ones off our list. Send out requests to doctor offices for Medicaid Authorizations to be signed and returned
- Enter Student IEP paper work into the WVEIS portal to update current IEP completed meetings and when the next IEP is due. Also update the accommodation codes and team meeting pages
- File IEP paper work when needed and also send the monthly copy count from our copier to Appalachian Office Products so they can bill us for the amount of copies we have used
- Gather needed student information from their files to send out for records releases from other schools, parents, and the DDS as they are received in
- Mark new students active as requested by teachers so they can access the student information and add or make changes
- Pull information for Psych evaluations and RDP's as requested from teachers
- Add students to teacher IEP Rosters so the teachers can access student information
- Add and delete students from teacher rosters as they are moved or dropped from a teacher's schedule. This mostly happens at the beginning of the school year but also switch students around throughout the year as needed
- Keep a file for teacher schedules and send reminders for their updated schedules as needed or if the teachers schedule should change
- Assist with the Medicaid Audits as we get in requests regarding what information they need
- Check Eligibility and Exceptionality on WVEIS to add services to student WVEIS accounts
- Audit IEP's for errors so they can be corrected before filing
- Other duties as assigned

Medicaid Specialist:

- Submit the Medicaid billing for the county reimbursement of monies
- Obtain Medicaid numbers and open and closing dates of those Medicaid numbers for providers as needed
- Have to keep up to date with current Medicaid and billing policies and also changing billing codes and rules such as how many units are allowable for a certain code
- Have to close out claims on the EDOCS portal so it reflects that billed for dates of service have been billed and completed

- Work with the finance department to monitor the random moment time studies which takes a list of active participants and generates a moment, and they must answer certain questions regarding the time period they received the moment, and if it reflects that their time was doing a Medicaid activity, then that counts in the county's favor and helps us get reimbursement monies
- Keep a spread sheet of Medicaid funds received by provider and reconcile that with the finance department for the end of school year totals
- When we receive Medicaid funds in or we get an error report denying us charges, check those error reports and either confirm that they are legitimate denials or if they need corrections. If they need corrections, fix the error and rebill the monies
- Enroll Medicaid providers so they can actively bill for Medicaid reimbursement. This process can take up to two or more months to get the provider enrolled for billing. This may even involve setting the provider up an account to obtain an NPI number if they are brand new, and that can take even longer to get approved before they can bill
- Keep provider licenses active and send those updates in to Molina so we can keep billing under certain providers
- Every 5 years we have do a county and a provider revalidation process where we have to update the county's providers, their licensure, county tax information, update W-9's, and the county's banking information. It is a massive amount of information and is a very lengthy process in addition to the online forms that have to be filled out per provider and per section of the application
- Other duties as assigned

Federal Projects:

- Oversee and manage budgets associated with Federal projects
- Review Financial documents associated with the projects
- Develop financial forecasts associated with the projects
- Monitor the recording of revenue and expense for projects
- Ensure that all project transactions are adequately documented and archived
- Prepare monthly, quarterly, and annual reports as required for the projects
- Assist Treasurer with project accounts and transactions
- Provide project financial status reports to NCS management, state and federal agencies
- Attend meetings, training sessions and seminars as necessary
- Oversee and manage all aspects of bids
- Oversee and manage all documents of Federal projects and prepare for final close out
- Other duties as assigned

Physical Demands:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions.

While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials.

Specific vision abilities required by this job include close vision such as to read handwritten or printed material, and the ability to adjust focus.

The duties of this job requires the employee to drive to and from various schools throughout Nicholas County. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

Work Environment:

The work environment characteristics described here are the representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/technical laboratories where the noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

Revised June, 2023