

## Job Description

**Job Title:** Medicaid Billing Support Technician

**Position Code:**

**Job Classification:** Non - Exempt

**Supervisor:** Program Administrator

**Pay Grade:** 26

**Contract Length:** 245 Days

### Job Summary

This position manage all aspects of the Medicaid School-Based Billing Program process for the school division for all eligible students receiving reimbursable services through the school division. This position also supports the Foster Care Liaison and the Program Administrator of Outreach Services.

### Essential Duties

1. Works closely with administrative school personnel, executive leadership, special education personnel, transportation personnel, nurses, occupational therapists, social workers, psychologists, speech therapists and technology staff in order to develop a comprehensive plan for the school division's Medicaid School-Based Billing Program.
2. Maintains eligibility status for all Medicaid eligible students and informs providers of current status.
3. Assists with and ensures compliance with state, federal and local mandates and regulations regarding special education programs/procedures with Medicaid.
4. Uploads verified Medicaid Eligible students to providers caseload on the Medicaid On-Line system.
5. Assists with monitoring and oversight of Medicaid budget and Medicaid expenditures in collaboration to include creating payment vouchers, remittance advices, monitoring budget expenditures including working with payroll staff to assure compliance with regulations for state reporting including quarterly administrative claims and annual cost reports, and tracking supplies and services for reimbursement.
6. Accesses SYNERGY to obtain special education transportation information and Parental Consent to bill Medicaid Information.
7. Facilitates and tracks licensure of school-based providers; requests reimbursement for licensure.
8. Provides training to all school-based providers regarding process for entering information into the online Medicaid system, provides training on all Medicaid updates/changes.
9. Attends quarterly trainings on Medicaid School Based Billing.
10. Reviews IEPs for Medicaid services; identifying services and Medicaid eligible students and assists providers with writing of "Plans of Care".
11. Monitors the participation and completion of "Random Moment" studies by providers, required by Medicaid, and provides technical support regarding issues between providers and Medicaid online vendor.
12. Assists with the Billing Compliance Review as part of DMAS (Department of Medical Assistance Services) cost report. Prepares the cost report for the division and submits quarterly claims for administrative billing for Medicaid Reimbursement.
13. Provides staff support to the Foster Care Liaison, by inputting data entry in the Student's Information system and maintaining records of verified Foster Care students in our district; completes the VDOE Foster Care Report for reimbursement of students served from other localities.
14. Assists and help families with applying for Medicaid/FAMIS program.
15. Assists with the support of Attendance Officers/Specialists; assists in fielding calls from families in need of food, clothing and shelter.
16. Assists and maintains files of the Re-Entry program.
17. Assists Program Administrator with the implementation of the McKinney Vento Sub-Grant and provides support to the Outreach Services Department by responding to calls related to Homebound/Homeschool, McKinney Vento, and Adult Education.
18. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Performs any other related duties as assigned by the Program Administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications**

Completion of high school and preferably business school training or completion of two years of college, or any equivalent combination of experience and training. Must possess knowledge of executive level support service management and be able to work under minimal supervision. Must have ability to exercise professional decorum. Must possess excellent typing and strong editing skills, including punctuation, grammar, and spelling. Must possess excellent organizational skills and the ability to handle details accurately. Ability to work effectively and maintain composure under pressure of short deadlines. Ability to complete routine memos and letters from general instructions. Proficient in filing and documentation management, electronic and paper-based. Ability to take accurate detailed notes while in meetings and transcribe to electronic formats. Proficient keyboarding and computer skills with Internet browsers, Microsoft Word, Excel, Access, and Power Point programs. Must possess the ability to establish and maintain effective working relationships.

### **Working Conditions & Physical Requirements**

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; to bend, stoop, walk and reach overhead. Must possess the ability to establish and maintain effective working relationships with coworkers.

### **Work Environment**

The work environment characteristics described here are 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. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Program Administrator

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Medicaid Billing Support Technician will be required to follow any other instructions and to perform any other related duties as assigned by the Program Administrator or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

### **Approvals:**

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Supervisor

Date

**I acknowledge that I have received a copy of this job description and understand the contents.**

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Employee Name (Print)

Signature

Date

08/2025