# JOB DESCRIPTION

## MEDICAID SECRETARY

**JOB TITLE:** Medicaid Secretary  
**WAGE/HOUR STATUS:** Non-Exempt  
**REPORTS TO:** Director of Special Education  
**TERMS:** 226 Days  
**DEPARTMENT:** Special Education  
**PAY GRADE:** Clerical/Para 4

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**PRIMARY PURPOSE:**

Process and file Medicaid claims on eligible students in special education receiving related services and provide clerical services to special education support staff.

**QUALIFICATIONS:**

- **Education/Certification:**
  - High School diploma or GED

- **Special Knowledge/Skills:**
  - Computer skills, mainframe experience, knowledge of Microsoft Works and Excel
  - Extensive understanding of SHARS, HHSC, TMHP, SuccessEd and Special Education
  - SHARS participation; billing and training the participants within the system

- **Experience:**
  - Several years experience in an office setting

**MAJOR RESPONSIBILITIES AND DUTIES:**

**Medicaid Secretarial Duties**

1. Ensure all regulations concerning the Medicaid School Health and Related Services program are followed

2. Maintain records of Medicaid funds received and balance with certification of expended funds from NHIC

3. Secure and maintain an accurate and current list of Medicaid eligible students
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Medicaid Secretarial Duties (continued)

4. Coordinate eligible related services of students in special education with appropriate personnel for submission of claims

5. Participate in staff meetings/trainings

6. Follow district policies and procedures

7. Adhere to the strict reporting timelines of SHARS

8. Review the SHARS cost reporting and reimbursement statements and the random moment time studies

9. Work closely with all related services to monitor and track billing

10. Provide positive communication with participants regarding allowable billing

11. Track SPP indicators 7 (early childhood outcomes), 11 (Child Find) and 12 (Early childhood transition) for the district

Other Secretarial Duties

7. Organize and manage the routine work activities

8. Perform varied clerical tasks in the preparation of correspondence, reports, etc.

9. Ensure student confidentiality

10. Exercise good communication skills, telephone etiquette

Other

11. Comply with district policies, as well as state and federal laws and regulations

12. Adhere to the district’s safety policies and procedures

13. Maintain confidentiality in the conduct of district business

14. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
15. Demonstrate regular and prompt attendance

16. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); ability to attend to detail; maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

EVALUATION: Paraprofessional Appraisal

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: ____________________________________________

Signature: ___________________________ Date: __________________

ESTABLISHED/REVISED: May, 2019