

### **Page 3. Secretary III-Pupil Services – IEP 9/2011**

#### **Accountant II Classification - Duties Related to Processing Medicaid Reimbursements**

1. Conference with Regional Medicaid Coordinator about any changes to the Medicaid program.
2. Act as liaison between the Regional Coordinator and the Special Education Department: inform providers of delinquent billing, any changes in forms/procedures, and relay messages to individuals.
3. Review the students who are eligible, and distribute labels and billing forms to the schools (11 elementary schools, 4 middle schools, 3 high schools, 1 alternate school).
4. Review and update the current database to reflect those students who are eligible and list all services they receive.
5. Ensure that students receiving continuous & direct adult supervision, specialized transportation, nursing services, speech, OT, or PT have this information clearly stated on their IEP, and carry over this information to the database.
6. Ensure each student has the following on file: a signed consent to release information, a signed permission to submit reimbursement for Targeted Case Management (TCM), and a signed physician authorization.
7. Track all forms in the database. Consents are signed only once and TCM & physician authorization forms are signed annually.
8. Mail or send parent forms to the school in order to obtain parent signature, and fax physician authorizations to respective offices.
9. Collect forms (billing) from all Special Education teachers, Personal Care Aides, Occupational & Physical Therapists, Speech Pathologists, and Transportation Department.
10. Log all billing in the database. Ensure all pertinent documents have been received then copy the billing and forward forms to Resa 8 Medicaid Coordinator. If any documentation is missing, hold the billing and follow up with parent/physician/provider.
11. Apply Medicaid changes as necessary (e.g., April 2014 - reimbursement for specialized transportation is dependent on the student receiving other services on any particular day). Make additional arrangements to collect all related billing before submitting in order to get the maximum reimbursement allowable.
12. Medicaid reimbursement is linked to the Random Moment Time Study (RMTS) Program. Review each BOE agenda, track SPED personnel and note any action for the RMTS roster.
13. Update the RMTS roster every quarter.
14. Brief new hires on the RMTS program: participation is mandatory and responses must be professional and truthful. To ignore the moment or answer with an unrelated response will affect reimbursement.
15. Send daily email reminders to recipients to answer delinquent moments.
16. Prior to the end of each quarter, resend any outstanding moments.
17. Provide the Director of Pupil Services and Finance office with information regarding this program.
18. File deposit notices from Resa 8.
19. Confer with Finance Department when issues arise affecting reimbursement.
20. Follow mandates about maintaining any billing.
21. Pull all files and billing when requested for an audit.