

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE: OCTOBER 2003
LAST REVISION DATE: NOVEMBER 2011
BAND & GRADE: A-1-3-3

POSITION TITLE: Medical Assistance Claim Processor

IMMEDIATE SUPERVISOR: Director of Special Education

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.

SUPERVISOR

EMPLOYEE

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

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					
<p>1.00 Provide information to providers, administration and parents regarding claiming medical assistance funds.</p> <p>1.01 Answer questions about Medical Assistance (MA) reimbursement.</p> <p>1.02 Inform staff about correct MA process.</p> <p>1.03 Assist staff in identifying eligible students.</p> <p>1.04 Monitor the submission of all forms.</p> <p>1.05 Enter information about Medical Assistance into SpEd Forms.</p> <p>2.00 Process Medical Reimbursement claims.</p> <p>2.01 Obtain Rx from physicians for Personal Care Assistant (PCA) services.</p> <p>2.02 Contact students' private insurance carriers regarding reimbursement.</p> <p>2.03 Verify the following: eligibility; consent;</p>	A1			<p>Knowledge of:</p> <ol style="list-style-type: none"> 1. SpEd Forms System. 2. Medical Assistance/MinnesotaCare TEFRA 3. HIPPA. 4. IEP Reimbursement Program. <p>Skill in:</p> <ol style="list-style-type: none"> 1. Typing. 2. Utilizing personal computers. <p>ABILITY to:</p> <ol style="list-style-type: none"> 1. Accurately analyze, organize and maintain 	<p>1.01 Questions about MA reimbursement are promptly and accurately answered.</p> <p>1.02 Staff have been informed about correct procedures for MA billing.</p> <p>1.03 Staff are assisted in identifying eligible students.</p> <p>1.04 Submissions completed in a timely and accurate manner.</p> <p>1.05 Information about MA billing has been entered on SpEd Forms.</p> <p>2.01 Rx's have been obtained from physicians for PCA reimbursement.</p> <p>2.02 Students' private insurance carriers have been contacted.</p>

