

Southwest Regional Education Cooperative #10

MEDICAID CLERK Job Description

TITLE OF JOB: MEDICAID CLERK

OBJECTIVE OF JOB: To accurately perform all requirements in the area of Medicaid billing, communication with school districts and Medicaid contact personnel.

JOB LOCATION: SWREC Office- Deming, NM. This is **not** a remote or hybrid position.

REPORTS TO: Finance Director and/or Executive Director

SALARY/CONTRACT/MINIMUM EDUCATION &/OR EXPERIENCE:

- 220-day contract; 10 days paid personal leave
- Salary range \$35,000 - \$40,000 plus benefits; final salary based on education and experience.
- High School Diploma or equivalent
- Proficiency with current MS Windows and Microsoft Office Applications- specifically Excel.

QUALIFICATIONS/SKILLS:

- Technology Integration experience in Microsoft environment (Excel, Teams, Outlook, One Drive, Planner, etc.).
- Working knowledge of the MSBS (Medicaid School Based Services) Program/previous experience with Medicaid billing preferred.
- Computer/data processing skills.
- Good time management and human relations skills.
- Ability to compile, organize, and analyze data and create/maintain reports.
- Confidence to effectively communicate and/or present and train on information to staff, customers, and constituents both verbally and in writing.
- Must complete all time sensitive work by due dates.

ESSENTIAL FUNCTIONS:

- Represent SWREC #10, its' districts & NM Public Education Department in a positive manner, while interacting with the public and colleagues.
- Good telephone manners, good personal relation skills, and a courteous response to all inquiries.
- Good computer, typing, and calculator skills; With attention to details.
- Demonstrate effective use(s) of technology (Microsoft – Word, Excel, Power Point, Teams, etc.)
- Adhere to applicable federal, state, and local guidelines and regulations for all children.
- Ability to take initiative, cross train in other positions, and work under pressure.
- Must be highly detail oriented and proficient in Microsoft Excel

SWREC 10 does not discriminate on the basis of race, color, national origin, religion, age, marital status or handicap/disability in employment practices or the provision of services.

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- Other responsibilities/duties deemed necessary & appropriate by administration.

Personnel/Working in conjunction with other Medicaid personnel regarding the following:

- Send out and follow up on doctor letters to be in compliance with the Medicaid regulation.
- Assist in maintaining a database of Medicaid participant's information according to program guidelines and regulations.
- Maintain a database as required.
- Maintain cleanliness of personal working space
- Perform other clerical duties as requested by SWREC Director
- Good telephone manners/taking messages and routing calls.
- Responsible for filing Medicaid records in a properly designated and orderly manner.
- Practice confidentiality.
- In the absence of a co-worker in any of these positions, each staff member will be required to aid in the functions/performance of each other's duties to ensure that all duties are fulfilled.
- Assist in maintaining provider files, license, and service documentation.
- Attend any required training.

PERFORMANCE RESPONSIBILITIES / WORK TRAITS:

- Ability to work under minimal supervision.
- Must be self-starter and exercise initiative & judgement in performing job.
- Exhibit the ability to understand oral & written instructions.
- Must demonstrate strong written, verbal, and interpersonal skills.
- Must demonstrate adaptability in relations with co-workers.
- Facilitate open communication amount colleagues, supervisors, district staff. & school site personnel.
- Maintain highest level of professional competence through continued professional development and training.
- Must be willing to travel within the assigned region as well as the state of NM (as needed).
- May need to use own vehicle for travel (mileage reimbursement will be provided).
- Valid NM Drivers' License.
- Must complete a background check.
- Must maintain high level of confidentiality.

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