



Job Description

Job Title: Account Technician III
Medicaid Billing

Position Code: 4N20, DN20

Job Classification: Non-Exempt

Supervisor: Supervisor
Special Education

Pay Grade: 19

Contract Length: 245 Days

Job Summary

Position is responsible for managing Medicaid billing for services provided to students.

Essential Duties

1. Maintains eligibility status for all Medicaid eligible students and inform providers of current status.
2. Establishes and maintains a database and paper files for Medicaid students receiving services, allowing for dissemination and retrieval of information.
3. Assures accuracy of reports, codes, and Plans of Care on which billing is deprived.
4. Initiates administrative claiming activities and applies for appropriate licensing for service providers.
5. Answers the telephone, files reports, and some word processing of psychological and sociocultural reports for eligibility determination.
6. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Supervisor, Special Education or other appropriate 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 (Knowledge, Skills and/or Abilities Required)

Completion of a standard high school, supplemented by courses in bookkeeping and accounting. Minimum of three years experience in bookkeeping or medical records/insurance billing. Ability to make mathematical computations quickly and accurately and post accounts with speed and accuracy. Ability to maintain complex financial records and prepare records and statements. Ability to understand and follow oral and written instructions; ability to organize and prioritize workload.

Working Conditions & Physical Requirements

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds; ability to access file drawers and maneuver to the various office machines throughout the office area and the building; ability to bend or stoop to reach the bottom drawer of filing cabinets; ability to walk or ambulate to reach office machinery.

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.

Supervision Exercised: None

Supervision Received: Supervisor, Special Education

This job description in no way states or implies that these are the only duties to be performed by this employee. The Account Technician III will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor, Special Education 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:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date

Revised 6/10 (BB)