



All people are valuable and have potential

POSITION TITLE: **MEDICAID SERVICES MANAGER**

QUALIFICATIONS: Bachelor's Degree in business administration, human services or a related field required
Minimum of three years of experience in management required
Has or qualifies for a Service & Support Administration Supervisor certification
Experience with Medicaid-related programs and knowledge of Medicaid compliance procedures desired
Excellent interpersonal communication skill required
Effectively utilize current technology to promote accuracy and productivity
Freedom from substance abuse
Satisfactory BCI check (Bureau of Criminal Investigation)
Valid driver's license required

CLASSIFICATION: Full time professional position, unclassified
Exempt from overtime
12 months per year, 254 days
Probationary period 300 calendar days
Primarily 8:00 a.m. to 4:00 p.m., flexibility required

PRIMARY FUNCTION: To lead the agency in compliance with all federal, state and local requirements and regulations related to Medicaid funded programs. Develops the audit function and reporting system required to proactively manage Medicaid programs. Actively pursues new revenue streams related to Medicaid. Maintains working knowledge of all aspects of Medicaid programs.

WORK PERFORMED: *1) Responsible for accountability, quality compliance reviews and evaluations regarding all aspects of Darke DD Medicaid programs.

*2) Uses Cost Projection Tool (CPT) to enter Payment Authorization for Waiver Services (PAWS) into required software and DODD systems; authorizes all CPTs.

*3) Works with SSA Manager to assist SSAs to determine staffing patterns and creates Cost Projection Tool (CPT) for residential sites consisting of two or more individuals receiving services.

*4) Maintains a tracking system for all individuals enrolled in all waiver programs; monitors the Potential Loss of Medicaid (PLOM) report regularly.

*5) Coordinates and documents compliance to maximize revenues and minimize audit findings.

*6) Works with appropriate staff to ensure accurate cost reporting Medicaid data.

- *7) Oversee the waiver enrollment process for initial, replacement, substitution and emergency waivers for DODD/county board administered waivers; enters all NICS requests in the DODD system.
- *8) Complies with all state rules (Ohio Administrative Code) and laws (Ohio Revised Code), federal laws and DODD established procedures.
- *9) Research, analyze and develop all processes in support of Darke DD Medicaid programs and assists Darke DD personnel with the implementation of such processes.
- *10) Develop training materials in support of Darke DD Medicaid programs and coordinate training and in-service activities related to Medicaid programs; identify areas for new training as needed.
- *11) Ensure that regular compliance reviews are conducted and corrective action plans are implemented.
- *12) Provides management staff with technical support, information and recommendations to assist in decision making related to Medicaid programs.
- *13) Prepare and disseminates regular reports on Medicaid expenditures and revenues to the Business Services Director and Community Services Director.
- *14) Reviews Targeted Case Management (TCM) documentation for errors, proper coding and ensures accurate TCM billing.
- *15) Serves as the Medicaid Administrative Claiming (MAC) Coordinator and participates in the MAC program.
- *16) Serves as the Title XX Coordinator assuring oversight of program goals and objectives as defined in rule; manages Title XX reports and audits.
- 17) Participate in trainings and staff meetings as established by the supervisor.
- 18) Performs other related duties as assigned.

* = Essential function

PHYSICAL

REQUIREMENTS:

- 1) Standing or sitting for periods which may exceed one hour.
- 2) Lift or carry items weighing up to 50 pounds occasionally.
- 3) Simple grasping, light pushing/pulling and/or fine manipulation of left and right hands.
- 4) Reach above shoulders frequently, both sides.

SUPERVISION RECEIVED: Business Services Director

Developed October 2018

Employee signature

Date