# Medicaid Coordinator Roles

The Medicaid Coordinator is a person that is the lead contact for the Medicaid and School program for the school division. This person may or may not have a “Medicaid Coordinator” job title in the school division but acts as the Medicaid Coordinator.

## What is Your Role?

A Medicaid Coordinator implements the School Based Services Program and ensures program integrity. A Medicaid Coordinator is expected to know both Medicaid policy and education rules and regulations, including ensuring compliance with state and federal Medicaid laws/regulations and documentation requirements, DOE regulations, and licensing regulations/requirements.

Roles may vary, depending on your position. There may be more than one Medicaid Coordinator in a school division.

Below is an example of Medicaid roles and responsibilities that some local educational agencies (LEAs) may require.

* Know the key players of who you need to work with in your schools (finance, sped/student services directors/transportation, human resources
* Determine providers that meet the requirements to participate in the RMTS
* Prepare Calendar for RMTS participants according to their work schedule (annually)
* Monitor RMTS participant list for updates (ongoing)
* Must keep up with participants that come and go (retire, resign, or absent because of an illness)
* Must monitor how participant’s salaries are provided (state or federal or a percentage of each
* Provide training to the RMTS participants on the importance of the RMTS
* Monitor that the RMTS participants are responding to their RMTS to meet compliance
* Prepare and match the Medicaid eligibility list quarterly
* Work with the finance department to prepare administrative claims quarterly
* Work with the finance department to prepare the annual cost report
* Monitor for Parental Consent to release educational information for Medicaid billing -ongoing
* Monitor for billing completeness and accuracy monthly
* Monitor for supervisory visit documentation monthly
* Monitor transportation student logs for completeness and accuracy monthly
* Monitor direct services documentation for completeness and accuracy monthly
* Provide technical assistance regarding the Medicaid and School providers and other LEA staff (ongoing)
* Provide training regarding the Medicaid and School program at least annually
* Provide updated information to therapists, nurses, and paraprofessionals as changes are made (ongoing)
* Attend quarterly Medicaid Coordinators meetings (at least quarterly)
* Attend all Medicaid and School training
* Prepare utilization reviews for the program for your LEA for overall compliance (ongoing)
* Check Referring providers to ensure they are registered with DMAS monthly
* Check provider licensure and update in the RMTS monthly
* Medicaid billing monthly and if any claims are denied, find out why and refile the claims
* Review Remittance Vouchers
* Keep all records readily available and complete for DMAS audit review