

## MEDICAID ANALYST

Code No: 4-01-039  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a technical position in a school district responsible for overseeing eligibility for federal Medicaid reimbursement. The duties involve ensuring compliance with Medicaid rules and policies by providing staff training; auditing billing submissions and reports, and developing and implementing policies in order to make system improvements. The employee reports directly to, and works under the general supervision of, a higher-level staff member. Supervision may be exercised over a clerical and/or technical staff. Does related work as needed.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other activities may be performed although not listed.)

Develops and implements systems to track and record services delivered to students as specified by Individual Education Plans (IEP's);

Identifies revenue sources for reimbursement of service provided to Medicaid eligible students;

Plans and implements strategies to ensure compliance with Medicaid rules and policies while maximizing reimbursement, with assistance from legal counsel;

Supervises or oversees clerical and technical staff in completing reimbursement forms, bills, and receivables;

Acts as liaison to the New York State Department of Health on Medicaid issues;

Analyzes claim processing to increase efficiency and maximize revenue;

Develops record retention policies and ensures that records are properly catalogued and stored according to those policies.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of current eligibility requirements of Medicaid and criteria established by Medicare; good knowledge of applicable laws, rules, and regulations; good knowledge of employer's policies relating to Medicaid reimbursement; ability to organize information into reports; ability to make determinations based on financial data; ability to develop procedures and system improvements related to the Medicaid reimbursement process at an agency; ability to plan and implement strategies to ensure compliance with Medicaid rules and policies while maximizing reimbursement; ability to develop and conduct training; ability to comprehend, organize, and report financial data; ability to identify revenue sources; ability to monitor related services provided; ability to determine if billing is complete and accurate; ability to audit complex materials for a high degree of accuracy; ability to make financial projections; ability to make decisions; ability to establish and maintain effective working relationships; ability to communicate effectively both orally and in writing; analytical ability; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation with a Bachelor's degree in Accounting, Finance, Business Administration, Business Management, or a closely related field ; OR,
- (B) Graduation with an Associate's degree in one of the fields mentioned in (A) above plus two (2) years paid full-time or its part-time equivalent experience either supervising or participating in one of the following: the development and submission of Medicaid reimbursement forms, the auditing of Medicaid reimbursement forms, or the development of policies or procedures relating to Medicaid reimbursement; OR,
- (C) Four (4) years paid full-time or its part-time equivalent experience either supervising or participating in one of the following: the development and submission of Medicaid reimbursement forms, the auditing of Medicaid

reimbursement forms, or the development of policies or procedures relating to Medicaid reimbursement; OR,

(D) An equivalent combination of education and experience as described by the limits of (A), (B), and (C) above.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENTS:**

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

**Monroe County Civil Service Commission**

**ADOPTED:** February 9, 1995

**REVISED:** May 9, 1996

**REVISED:** March 5, 2009

**REVISED:** May 2, 2024