



Title: Medicaid Billing Specialist

Location: Hybrid. Must be in the Treasure Valley and willing to travel to school sites or in person meetings approximately 60% of the time.

Job Type: Part Time. Note: ACSI is a growing organization. This role may become a full-time position in future years.

Job Summary: American Classical Schools of Idaho (ACSI) is looking for a Medicaid Billing Specialist to support the ACSI Special Education Coordinator. The Medical Billing Specialist is responsible for the processes and procedures related to Medicaid services and billing, including: data input, coordination of billing activities, report generation, reconciliation of accounts, and providing training on federal and state rules.

About ACSI: ACSI exists to support the startup, growth, and flourishing of Hillsdale K-12 member schools throughout Idaho. Each member school is a tuition-free public charter school, is open to all interested students and families, and provides an American classical education.

Primary Responsibilities:

- Maintain up-to-date Medicaid records (eligibility, physician referrals, billing information, etc.).
- Submit and monitor Medicaid billings to the billing agency and monitor payments from the Department of Health and Welfare.
- Ensure compliance with federal, state, and local regulations related to charter school operations.
- Ensure that billable goals have been written correctly by reviewing eligible students' IEPs and by communicating/collaborating with the special education coordinator.
- Review eligible students' IEPs to ensure billable goals have been written correctly.
- Ensure the accuracy of all data that is collected and reported.
- Prepare monthly summary reports of Medicaid billing, adjustments, and revenue.
- Prepare materials for and participate in any Medicaid audits.
- Analyze reports, statistical information, and other documents or records to reconcile differences and resolve problems.
- Resolve disputed claims and discrepancies by conducting research and initiating corrective action.
- Assume responsibility for continuing professional growth and development through training and networking.
- Continually research the Health and Welfare's website and other sources to stay current with Medicaid regulations.
- Collaborate with the Special Education Coordinator to train school-based staff on Medicaid regulations and billing procedures.
- Communicate promptly and clearly with numerous stakeholders.

- Know and follow ACSI and member-school policy; attend ACSI and school-based meetings as required.
- Maintain confidentiality with student records and sign a confidentiality agreement for each school site.
- Perform other related duties as assigned.

Qualifications:

- High school diploma or GED required
- Associates degree or higher preferred
- Knowledge of school-based Medicaid rules
- Basic knowledge of special education
- One to two years of related experience preferred
- Experience with data collection and analysis
- Experience with word processing, databases, spreadsheets, and reports
- Ability to maintain accurate and precise records according to federal, state, and local law, administrative rules, and Board policy
- Good interpersonal and communication skills
- Excellent organizational skills and high attention to detail
- Ability to work well under pressure and deadlines
- Self-motivated, yet willing to seek assistance when needed
- Ability to maintain confidentiality of staff, students, and families

How to Apply: Interested candidates should email info@acs-id.org with questions or application materials. Applications should contain a cover letter, resume, and three references.

All offers of employment are contingent upon completion of a thorough background and reference check.