

County Express Medicaid Broker Northeast Colorado Association of Local Governments (NECALG)

JOB TITLE: Medicaid Broker

DEPARTMENT: County Express – Sterling, CO

GENERAL JOB DESCRIPTION

Under the direct supervision of the Northeastern Colorado Association of Local Governments Transportation Director and Administrative Assistant, the Medicaid Broker will be responsible for verifying Medicaid eligibility and for billing Medicaid for medical and Non-Medical (HCBS) trips for the six-county area.

MAJOR DUTIES AND RESPONSIBILITIES

- Authorize Medicaid transportation for Medicaid clients in the six-county area on a daily basis
- Prepare and track Medicaid billing for Medical and Non-Medical (HCBS) trips for the six-county area
- Enter billing for accounts receivable for NECTA
- Put batches together through the month, last day of the month enter into the system
- Print statement, A/R reports
- Mail statements
- Complete deposit receipts for bus fares
- Deposit bus fares and account receivable money
- Take care of petty cash
- Purchase stamps
- Vehicle wash funds
- Misc. funds
- Complete purchase orders for reimbursements for Medicaid clients and office supply orders
- Complete Medicaid report and forward to Transportation Director for monthly board meeting

QUALIFICATIONS

Education: High School Diploma or equivalent

Experience: One (1) year work experience in public transit

License:

Colorado Driver's License is a requirement of the position. Commercial Driver's License (CDL) with a passenger endorsement is preferred. All applicants must provide a copy of their driving record from the Department of Motor Vehicles.

Drug Screen:

A pre-employment drug test is required. Other required drug tests include: random testing, post-accident and reasonable suspicion. Mandatory termination if the individual employee exceeds drug and alcohol limits.

Other:

Must have general knowledge of computers and basic Microsoft Word programs.

Knowledge of Medicaid requirements, procedures and paperwork