



HUMBLE INDEPENDENT SCHOOL DISTRICT Job Description

SHARS Data Entry Clerk

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Reports to: Executive Director of Educational Support Services

School/Department: Special Education

Pay Grade: \$15 Hourly

Work Days: Varies

Wage/hour status: Hourly

Created/revised: January 2024

Primary Purpose:

Provides office professional support for the School Health and Related Services (SHARS) program and is involved in all phases of processing for Medicaid claims for eligible students. This includes reviewing, monitoring, and processing transactions associated with Medicaid billing along with approval/denial status of Medicaid claims based on documentation criteria.

Qualifications:

Education/Certification:

- High school degree or GED
- Nine (9) hours of college accounting coursework or comparable from an accredited college or university recognized by the US Department of Education preferred

Special Knowledge/Skills:

- Knowledge of special education and related services within a school district
- Knowledge of Medicaid billing and Medicaid definition of billable services
- Knowledge of Medicaid required random moment time studies and eSHARS system
- Knowledge of Admission, Review and Dismissal (ARD) Committee process and Individual Education Plan/Program (IEP) development
- Skill in presenting oral and written information in a comprehensive and organized manner to diverse audiences
- Skill in the use of keyboarding, 10 key, Microsoft Word, Power Point, Excel, eSped, eSchool, and web based data management systems and software packages
- Skill in mathematical calculations and detailed work
- Skill in processing a high volume of transactions
- Ability to prioritize tasks and coordinate multiple projects to meet specific deadlines
- Ability to maintain confidentiality of privileged and sensitive information
- Ability to maintain professional behavior, appearance, and work ethic to represent the District in a positive manner at all times
- Ability to communicate effectively with tact and diplomacy and provide a high level of customer services to administrators, District officials, parents, coworkers, and vendors

Experience:

- Two years of verifiable office professional experience preferably in health care provider relations, insurance claim processing, medical billing, medical diagnostic and procedure coding, bookkeeping or comparable recordkeeping, or financial eligibility assessment;
 - Experience with integrating reports in Microsoft Excel and with data management systems
 - Experience working with a diverse population of stakeholders including campus and district level staff



Major Responsibilities and Duties:

List Major Area of Responsibility

1. Process and troubleshoot the use of the Medicaid/SHARS data system and the billing activities of the Medicaid/SHARS providers and eligible student/client participants.
2. Verify eligibility and Medicaid/SHARS services from official ARD documents and data management systems generated by district evaluation personnel and outside school districts for accuracy regarding Medicaid/SHARS compliance indicators.
3. Provide clerical support as required including but not limited to copying, faxing, filing, scanning, and mailing documents related to the Medicaid/SHARS data management system.
4. Provide technical assistance to service providers, supervisors, or program administrators in specialized areas of the Medicaid/SHARS billing program.
5. Consult with SHARS Manager on both routine and non-routine matters regarding the procedures and policies of the Medicaid/SHARS management data system.
6. Work with Individualized Education Program (IEP) managers to make sure they have necessary information to explain to parents how signing the Medicaid consent form will in no way affect their other Medicaid benefits
7. Review and follow up with IEP managers to ensure they are presenting the Medicaid consent to parents at ARD meetings
8. Meet, train and communicate with IEP manager to show areas where they can improve documentation within the IEP, including the transportation forms, personal care supplements, and related services sections of the IEP
9. Compile reports for Occupational and Physical Therapists showing the status of prescriptions for all eligible students
10. Monitor specialized transportation sessions data entry and convert eligible sessions to a file to be uploaded into the SHARS database
11. Attend conferences and present any new relevant information to the Diagnosticians, LSSPs, Speech Therapists, Occupational Therapists, Physical Therapists, and other providers at their meetings as needed
12. Download goals and objectives and student services from the special education database and upload these into the SHARS database for provider on a regular basis\
13. Prepare and train at the Random Moment Time Study (RMTS) and SHARS trainings

Records, Reports, and Correspondence

1. Ensure that all records are in accordance with federal, state, and District policies and requirements.
2. Compile, maintain, submit, and file all reports, records, and other documents as required.

Communication

1. Maintain a positive and effective relationship with coworkers, supervisor and other district personnel
2. Promote a positive image that supports the vision and mission of the District
3. Provide outstanding customer service
4. Maintain good judgment and decision making when dealing with supervisor, co-workers, vendors, and other personnel

School/Organizational Climate

1. Maintain professional behavior, promote a positive image, appearance, and work ethic to represent the District in a positive manner at all times and work in a team environment that supports the vision and mission of the District



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SHARS Compliance Clerk

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2. Maintain a positive and effective relationship, good judgement, and decision making with coworkers, supervisors, other district personnel, outside agencies, vendors and organizations, parents, and the community

Supervisory Responsibility

None

Other

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as approved by the Executive Director of Educational Support Services
2. Attend professional growth activities to keep abreast of innovations related to position
3. Performs other duties as assigned

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress.

Frequent prolonged and irregular work hours

Occasional travel outside of school district boundaries

Workload is deadline driven

Prolonged use of equipment and computers

Office atmosphere may be noisy and hectic. Offices are "open" with multiple employees working in large open rooms containing two or more desks and equipment.

Frequent contact with parents, community, and/or other district/campus employees

Daily attendance and punctuality are essential functions of the job

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____