Medi-Cal Billing Specialist

Purpose Statement:
The Medi-Cal Billing Specialist will develop and maintain Medi-Cal billing systems for the purpose of creating a sustainable, streamlined, and efficient reimbursement process. The Medi-Cal Billing Specialist will ensure that the district receives maximum reimbursement from Medi-Cal for the mental health services provided to eligible students to enhance student health and well-being.

Responsibilities include: Develop and maintain Medi-Cal billing systems, coordinate and monitor data collection, communicate with third party Medi-Cal billing administrator, and build staff capacity to ensure compliance and maximize reimbursable activities. Duties include: collection, preparation, inputting, updating, reporting, reconciling, and maintaining of Medi-Cal data and information.

The Medi-Cal Billing Specialist is responsible to the Executive Director of Student Services and works under the direct supervision of the Wellness Coordinator.

Essential Functions

Develop and Maintain Medi-Cal Billing Systems

- Develop District wide Medi-Cal billing system, process and procedures for all students
- Research and assign billing codes to services and supports billing configurations within the medical billing software
- Ensure that all matters related to student account information are handled confidentially, effectively, efficiently, and in accordance with regulations and contracts
- Maintains up-to-date knowledge of school health systems and medical billing policies and procedures
- Act as the liaison to the contracted agencies for the purpose of insuring maximum reimbursable amounts.
- Develop compliant billing forms for school staff identifying direct school-based services for services that are provided to students on mental health care plans.

Coordinate and Monitor Data Collection

- Verifies documentation of healthcare services provided to students is uploaded into billing database
- Monitor electronic health record database and pull service logs for Medi-Cal billing submission
- Monitor mental health and Special Education Access SIRAS (*Information Records and Analysis Support)* service logs and pull logs/assessments for Medi-Cal billing
- Coordinate, submit and reconcile the collection and analysis of all Medi-Cal data required by the District, a third party Medi-Cal billing administrator, and public regulatory agencies.
- Prepare and maintain a variety of records, logs and files including information of a confidential nature.

- Ensures compliance with all federal, state, and local school health systems medical billing policies and procedures.

Build Staff Capacity

- Coordinate personnel within the electronic health record (EHR) database.
- Support staff before, during and after claiming period and/or reporting periods; follow-up on any missing claims or other information with relevant staff.
- Provide training and technical support to District personnel regarding School-Based MediCal Administrative Activities (SMAA) fiscal reporting and activities.
- Provide individual and small group training and technical assistance to program personnel including administrators, certificated and classified staff regarding program requirements in order to maximize funding.
- Arrange and participate in SMAA/LEA training programs offered by external partners.

Other

- Maintain confidentiality of information and records; compose correspondence.
- Attend and participate in a variety of meetings related to assigned activities.
- Other related duties as assigned

Job Requirements & Skills

Skills

Skills are required to perform multiple, technical tasks, with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws as related to worker compensation and employee benefits; communicating with diverse groups; operation standard office equipment including utilizing pertinent software applications; and preparing and maintaining accurate records.

Knowledge

Knowledge is required to possess a strong understanding of laws regarding minors and child abuse reporting; principles and techniques of psychological assessment, psychological consultation and service delivery models; therapy methods appropriate to meet the needs of students experiencing educational difficulty; psychological assessment and report writing techniques; demonstrate effective conflict resolution skills and the ability to deal with confrontational situations in a positive manner; provide written reports analyzing, interpreting and summarizing, observations and information from school personnel, students and parents; local community resources.

Ability

Ability is required to apply social work practices in a school setting; to relate to, connect with and build rapport with students; counsel students in individual and group situations; identify and implement age and need appropriate mental health services including classroom lessons, small group interventions, individual counseling and behavior coaching; communicate effectively and work collaboratively with school staff, students and community partners and work as part of a team effort; maintain confidentiality; stay calm under pressure and effectively serve students and staff in crisis situations such as child abuse, suicidal

behavior, self-injurious behavior, and substance abuse; act as liaison between public and private agencies and county programs; willingness to take initiative and responsibility, and to function in an organized manner with a minimum amount of supervision;use good judgment when reaching decisions and to take responsibility for decisions made.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; assisting multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience: Certificates & Licenses:

Experience with Medi-Cal Billing Preferred
Job related experience with increasing levels of responsibility
Work experience; or an equivalent combination of education and Experience. Experience with data management systems preferred.

Education

High School Diploma or Equivalent
Computer experience with data in an educational setting.

Continuing Education/ Training:

Training attendance at workshops as appropriate

Required Testing:

Successful Completion of Pre-Employment Process

Clearances

DOJ/FBI Fingerprint Clearance
TB Clearance

Supervision

Executive Director of Student Services

Salary Grade:

Classified Salary Schedule Range 33

Work Year:

195 days