MT. DIABLO UNIFIED SCHOOL DISTRICT
SENIOR ACCOUNT SPECIALIST - EPSDT MEDI-CAL

Summary Definition: Under general supervision, performs analytical work in processing, recording and reporting the district's Early and Periodic Screening, Diagnostic and Treatment (EPSDT) Medi-Cal reporting and UR; and performs related clerical work as required.

Directly Responsible To:

Executive Director, Special Education/SELPA

Examples of Duties (to include, but not limited to:)

E: Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements).

1. Complete Mental Health billing (Medi-cal and ERMHS), resolve billing related issues, and ensure timely submission of billing paperwork. E
2. Participates in the clinical record audit process which ensures that documentation, authorizations and consents are current and accurate. E
3. Monitor and track required Medi-cal documentation and eligibility. E
4. Train and support staff regarding Share Care and other county requirement
5. Serves as Super User for Share Care. E
6. Train and support Wrap and Clinic team on new county mandates
7. Handle new referrals' maintain log; create and distribute records, and communicate with the clinical team. E
8. Maintain inventory oversight for office supplies and equipment for program. E
9. Operates standard office equipment. E
10. May be required to travel to businesses outside the district

DESIRED QUALIFICATIONS:

Education and Experience: Completion of high school level bookkeeping coursework and three years of clerical experience with emphasis on the maintenance of Medi-Cal reporting including ShareCare (desirable); or an equivalent combination of training and experience.

Knowledge of:

1. Bookkeeping principles and practices including the keeping of financial accounts and records and the preparation of Medi-Cal reports
2. Office practices, procedures and equipment
3. The laws, regulations, policies and specialized record-keeping procedures relevant to the Medi-Cal program
4. Effective supervisory techniques

Skill in:
1. All phases of financial record-keeping
2. Preparing financial reports according to established guidelines
3. Establishing effective work relationships
4. Training and supervising others
5. Operating a variety of office equipment

Ability to:
- Operate a computer keyboard

Licenses and Certificates:
- A valid California driver's license

Environment

School office environment: fast-paced work with deadlines; frequent interruptions and high demand to multi-task and complete job duties with stringent specifications; maintains high regard for exemplary customer service.

Physical Abilities

Hear and speak to exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports; sit or stand for extended periods of time; work at a desk, conference table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders and horizontally; lift objects weighing up to 25 pounds.

CST, Salary Range: 468
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