

## HEALTH BILLING SPECIALIST II

### **DEFINITION:**

Under the direction of the Director of Health and Wellness the Health Billing Specialist II plays a critical role in ensuring compliance, efficiency and fiscal sustainability for the district's health and wellness initiatives. This position performs increasingly complex functions related to school based Medi-Cal Administrative Activities (SMAA), Local Education Agency (LEA) Billing Option Program (BOP) and the Children and Youth Behavioral Health Initiative (CYBHI) programs. The Health Billing Specialist II performs reconciliation, auditing and reporting of data in order to maximize income from the applicable funding sources.

### **QUALIFICATIONS:**

#### **Experience:**

- Three (3) years' experience in a related field including at least one (1) year within a public school district or county office of education or comparable government agency.
- Experience as a SMAA, LEA BOP or CYBHI billing specialist is highly desirable.

#### **Education:**

- High school diploma or equivalent.

### **DISTINGUISHING CHARACTERISTICS:**

This is a classified specialist position that performs a variety of specialized duties related to the coordination of the SMAA/LEA BOP/CYBHI programs. The Health Billing Specialist I is the entry level position requiring one (1) year experience in health billing or related field. The Health Billing Specialist II is the second level in this job series which requires analytical skills, decision making using independent judgement, thinking critically and methodically to identify discrepancies and diagnosing inefficiencies by using data analytics.

### **OTHER CHARACTERISTICS:**

The Health Billing Specialist II communicates regularly with a variety of District employees and community service providers that participate in the billing programs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supports the management and oversight of the District wide SMAA/LEA BOP and CYBHI programs by identifying billing errors, ensuring compliance, completion and optimizing reimbursement processes.
- Provides ongoing training and technical support to District personnel regarding MAA/LEA BOP and CYBHI fiscal and reporting requirements; provides individual and small group training in-person and/or online.
- Provides technical assistance to program personnel including administrators, certificated and classified staff regarding program requirements to maximize funding revenue streams.

## HEALTH BILLING SPECIALIST II

- Processes all SMAA, LEA BOP, and CYBHI related billing, maintains official District records.
- Arrange and participate in SMAA/LEA BOP/CYBHI training programs.
- Supports staff throughout the year; follow up on any missing claims or other relevant information with District staff.
- Maintains strict confidentiality of personal and health information.
- Receives all billing logs and forms from service providers; checks for accuracy and completeness; identifies errors, makes corrections or refers to the responsible party for corrections. Verifies practitioner logs for eligibility and completes billing processes with outside vendors.
- Coordinate the collection and analysis of all data required by the District, regulatory agency and other agencies and submit and reconcile data and reports as appropriate.
- Perform fiscal record management and reporting functions in support of MAA, LEA BOP and CYBHI programs.
- Prepare and maintain a variety of records, logs and files including information of a confidential nature.
- Communicates and interacts with State and Local community agencies, private health insurance vendors and Federal, State and Local regulatory agencies
- Attend and participate in a variety of meetings, state and national conferences and training related to assigned activities.
- Work closely with Business Services and other departments to ensure program compliance.
- Work closely with Sacramento County of Education (SCOE), Department of Health Care Services (DHCS), and California Department of Education (CDE), on all CYBHI efforts and strategies to maximize behavioral health billing for the District.
- Participate in the School Health Advisory Committee (SHAC) as needed to discuss MAA and LEA-BOP and CYBHI.
- Represents the District in communications and interacts with community agencies, vendors and regulatory agencies.
- Perform other duties as it relates to the position.

### KNOWLEDGE:

- Maintain a current knowledge of laws, codes, policies and procedures relevant to SMAA, LEA BOP and CYBHI.
- Medi-Cal eligibility requirements and covered services.
- Federal and State health mandates including SMAA, LEA BOP and CYBHI
- Record keeping and report preparation techniques.
- Oral and written communication skills.
- Confident telephone skills and etiquette.

## HEALTH BILLING SPECIALIST II

- Operation of a computer and assigned software, including but not limited to Word/Google docs, spreadsheets, database management, facility scheduling, facility use permits and calendaring systems.
- Techniques and strategies to optimize health cost recovery activities for participants in SMAA/LEA BOP and CYBHI.

### ABILITIES AND SKILLS:

- Understand data related to SMAA, LEA BOP and CYBHI programs.
- Prepares, maintains and submits detailed quarterly invoices to funding agencies; works with District staff to provide requested information for completion of the Cost and Reimbursement Comparison Schedule (CRCS) and LEA Program Participation Agreement (PPA) Annual reports.
- Explain relevant compliance issues in training programs.
- Establish and maintain cooperative working relationships with staff, co-workers, vendors, colleagues from other districts/COE's, and county and state employees affiliated with these revenue streams.
- Enrolls and provides guidance to families with the application processes for health care benefits regarding Medi-Cal and other application procedures to receive health care benefits.
- Meet the public tactfully and courteously and answer questions in person or over the phone.
- Understand, follow and carry out oral and written directions.
- Meet schedules and timelines.
- Maintain records and prepare reports.
- Read, understand, apply and explain rules, regulations, policies and procedures.
- Perform mathematical computations.

### PHYSICAL REQUIREMENTS:

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands; occasional lifting, carrying, pushing or pulling; some climbing and balancing, some stooping, kneeling, crouching, reaching, handling, touching and/or feeling; manual dexterity to operate a telephone, computer, computer keyboard, and copy machine.

**Significant physical abilities** include ability to sit at a desk, conference table or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts, hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

### WORK ENVIRONMENT:

Employees in this classification work primarily in an office environment where the noise level is usually moderate. Employees in this position will be required to work indoors in a standard office environment with frequent interruptions and come in direct contact with district staff and the public. Reasonable

HEALTH BILLING SPECIALIST II

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.