

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Medi-Cal Reimbursement Programs Specialist	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Professional Unit)
<b>SERIES:</b>	None	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9760	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Special Education	<b>SALARY:</b>	Range 69 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	04-03-00
		<b>BOARD REVISION:</b>	03-17-03; 07-30-09
		<b>CABINET REVISION:</b>	05-09-18 06-25-19

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**BASIC FUNCTION:**

Perform independent, specialized duties related to Medi-Cal Reimbursement Program billing and related functions requiring independent judgment and analysis; recommend and assist in the formulation and implementation of operating procedures and policies; prepare financial reports to the state; and provide work direction to others.

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

Perform independent, specialized duties related to Medi-Cal Reimbursement Program billing and related functions requiring independent judgment and analysis; recommend and assist in the formulation and implementation of operating procedures and policies; prepare financial reports to the state; and provide work direction to others. **E**

Interpret, apply, and explain federal, state, and county Medi-Cal regulations and bulletins; disseminate the information to provider groups and assimilate into claiming procedures. **E**

Develop and maintain Medi-Cal database of providers, students, and other Medi-Cal service recipients, and maintain confidentiality thereto. **E**

Maintain claim and treatment files, records, and reports for audit purposes; represent the District and act as a liaison for program or claim audits; and provide program information to all levels of government and District staff. **E**

Maintain current knowledge of Medi-Cal policies, procedures, and diagnostic codes. **E**

Work with vendors, technical consultants, and suppliers; negotiate vendor contract, adhere to the California Department of Health Care Services (DHCS) regulations, and capture maximum direct services for cost reimbursement; under contract, work with DHCS and their Fiscal Intermediary (FI) for direct service claim processing; and work with our contracted third party administrator, Local Education Consortium (LEC) or Local Governmental Agency (LGA) to submit Medi-Cal Administrative Activities (MAA) invoices. **E**

Perform report generation and data gathering using current technology; responsible for generation of reports for District departments on providers and program fund generation; and preparation of financial analysis and reports. **E**

Develop compliant billing forms for practitioners identifying direct school-based services, for services that are provided to students on an Individual Education Plan (IEP) or a District health care plan. **E**

Utilize the District information systems to capture all billable services; identify participants for random moment time survey; maintain billing software; analyze adjudication procedures to maximize revenue; retain all necessary records of practitioner licenses; maintain database for audit purposes; regulate billing submissions; resubmit claims denied in error with necessary information. **E**

Gather student enrollment data from District information systems; submit and analyze data for student Medi-Cal eligibility; and strategically develop the highest revenue claiming units for the program. **E**

Regularly compile statistical data for reporting progress at collaborative meetings; identify needs and community-wide strategies to promote child and family support services; and ensure compliance with state regulations. **E**

Design, prepare, and maintain Medi-Cal Program Manual for provider use; write and design communiqué to inform providers and program managers of program process. **E**

Develop training, workshop, and presentation materials; prepare activity logs for all practitioners/participants; train all direct service practitioners on billing practices and program requirements; distribute, collect, audit, and approve a variety of documents for compliance with state guidelines; and validate attendance for participating practitioners. **E**

Meet critical deadlines, and remain aware of timeline for Medi-Cal billing and payment cycles; coordinate billing procedures for data gathering and electronic billing. **E**

Develop or have developed Medi-Cal Administrative Activities (MAA) participant lists and invoices on a timely basis, and submit to DHCS. **E**

Develop MAA and LEA Medi-Cal billing program budget and estimate program costs; provide guidance to District personnel regarding budget allocations. **E**

Research and develop Medi-Cal outreach material for distribution to school sites and practitioners; assess and determine potential MAA participants. **E**

Attend training sessions on Title XIX procedures, and ensure adequate training of assigned staff. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate a wide variety of reports, records, lists, and summaries from computer database. **E**

Provide excellent customer service by establishing positive relationships with District personnel, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the District and division. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in finance, accounting, business administration, or related field, and four years of increasingly responsible experience in billing, budgeting, invoicing, and automated systems.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

Keyboarding ..... 60 Correct WPM  
 Word ..... 90% Overall Score  
 Excel or Access ..... 90% Overall Score  
 General Accounting ..... 90% Overall Score

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Medi-Cal Administrative Activities Program, Centers for Medicaid Services Federal Claiming Guide, and DHCS Policy Manual.

Medi-Cal policies, procedures, and diagnostic codes.

Medi-Cal State Plan and Federal Medicaid Regulations and practitioner licensing requirements.

Individuals with Disabilities Education Act (IDEA) and Special Education laws and regulations.

Health Insurance Portability and Accountability Act (HIPAA) laws and regulations

Principles of accounting, bookkeeping, and financial record keeping.

Financial and statistical record-keeping techniques.

Technical aspects of field of specialty.

Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.

District organization, operations, policies, and procedures.

Presentation, communication, and public speaking techniques.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Reading and writing English communication skills.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer, related software, and standard office equipment.

Computer software programs and financial software.

Health and safety regulations.

**ABILITY TO:**

Perform the basic function of the position.

Recommend and assist in the formulation and implementation of operating procedures and policies.

Prepare financial reports to the state.

Assure compliance with applicable District policies, procedures, and governmental regulations.

Maintain statistical records, and prepare comprehensive statistical reports, analyses, and recommendations.

Maintain confidentiality as appropriate.

Understand the procedures, functions, and limitations of assigned duties.

Exercise analytical and independent judgment.

Communicate effectively, and maintain cooperative relationships.

Analyze situations accurately, and adopt an effective course of action.

Prioritize, schedule, and provide work direction to others.

Operate a computer, related software, and standard office equipment.

Lift light objects according to safety regulations.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Understand and follow oral and written directions.

Meet state and District standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to exchange information and make presentations; see to read, prepare, proofread documents, and monitor activities; sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files and supplies; lift light objects.

**SAMPLE HAZARDS:**

Occasional contact with dissatisfied or abusive individuals.

*(Former Classification: Medi-Cal Program Billing Specialist; Supervisor III, Medi-Cal)*