

Manages and coordinates aspects of the district's school health billing infrastructure and sustainability plan.

Designs and implements training for district employees and partner agencies regarding all aspects of revenue generating school-based health programs.

Monitors contracts and memorandums of understanding with partner agencies providing health-related services on campuses to ensure alignment with school billing policies.

Establishes data collection and evaluation processes for health services oversees external evaluations and audits.

Maintains up-to-date knowledge of school health systems and medical billing policies and procedures

Collaborates with LEAs, Managed Care Plans, the Department of Health Care Services (DHCS) and other agencies for the purposes of coordinating the compiling and filing of a wide variety of reports.

Monitors and ensures compliance with current licensing and credentialing requirements; ensures providers are properly registered for the purposes of billing Medicaid and Commercial Plans.

Researches and assigns billing codes to services and supports billing configurations within the medical billing software.

Ensures that all matters related to student account information are handled confidentially, effectively, efficiently and in accordance with regulations and contracts.

Analyzes billing reports, reviews and follows up with outstanding claims and payments from contracted payers.

Monitors and processes adjudicated and paid claims within medical billing software based on contracts on file, payer guidelines and SCCOE policies and procedures.

Attends a variety of conferences, departmental and interdepartmental meetings as assigned; provides expertise and technical assistance as needed.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Works in alignment with SCCOE finance teams to ensure claim payments are applied appropriately.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

The Medicaid and Managed Care Plan billing

CPT and ICD coding and billing requirements for public programs and third party payers.

Revenue Cycle Management

HIPAA and FERPA regulations related to confidentiality and sharing of information between agencies and schools.

Training methods, program planning, adult learning and group facilitation and dynamics.

Public school environments.

Principles and practices of organizational leadership, including the ability to lead change process

Program management and implementation guidelines

Collecting assembling data and navigating assigned software systems.

Applicable laws, codes, regulations, policies, and procedures.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.



PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials

Sitting or standing for extended periods of time

Approved by Personnel Commission: February 14, 2024



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Marisa Perry  
Director III – HR/ Classified Personnel Services

Date: 2/14/24