

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR - SCHOOL HEALTH SYSTEMS & MEDICAL BILLING

BASIC FUNCTION:

Under the direction of assigned Administrator, researches and develops programs and provides training related to financing and sustaining school-based health programs; works in partnership with managed care plans, the Department of Behavioral Health Services, other government agencies, and districts to support blending and braiding of funds to support sustainable care on school campuses; provides technical, specialized, consultative, advisory and planning services in the area of claims submission and reimbursement for health services; serves as a resource to program representatives and school districts; directs and coordinates statewide grant distribution for billing partnerships and capacity; coordinates the

Writes and manages Youth Health & Wellness grants as assigned.

Serves as a resource to program representatives and the SCCOE; serves as liaison for assignments serves as liaison between the State and districts in the County; coordinates State and regional conferences; serves as national, State and regional lead for other leaders in assigned programs on assigned task forces and committees.

Directs and coordinates statewide grant distribution for billing partnerships and capacity.

Manages the development and implementation of Santa Clara County School Billing Infrastructure.

Coordinates the Student Behavior Health Incentive Program (SBHIP) funds to support local health delivery and outcomes for students.

Maintains up-to-date knowledge of school health systems and medical billing policies and procedures, informs supervisor, assists in the formulation and development of policies, procedures and programs; assists with departmental and divisional planning activities.

Prepares and maintains a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Participates in the development of the annual preliminary budget analyzes and reviews budgetary and financial

Technical aspects of field of specialty.
Oral and written communication skills
Applicable laws, codes, regulations, policies and procedures
Interpersonal skills using tact,

