

Under the direction of assigned supervisor, the Manager – Claims & Reimbursement manages all aspects of the claims submission and reimbursement processes for local educational agencies (LEAs); works in partnership with Managed Care Plans, the Department of Health Care Services, government agencies, and educational agencies to maximize federal reimbursements for the sustainability of school health programs; provides technical, specialized, consultative, advisory and planning services in the area of claims submission, reimbursement and audits; serves as a resource to program representatives and school districts.

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Plans organizes and directs all aspects of school Medicaid and commercial insurance claims and reimbursement processes.

Ensures the timely submission of claims and reimbursements on behalf of LEAs and ensures maximum

Develops claims submission and reimbursement estimates, evaluates all aspects of the claims submission and reimbursement processes, and provides reports on claims activity to LEAs and executive management.

Researches mandated requirements and best practices related to Medi-Cal and commercial claims submission, reimbursement, and auditing; in

billing; ensures all assigned programs and activities are compliant.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions; assures appropriate application of bargaining unit agreements among staff.

Collaborates with internal partners to provide technical expertise in the grant writing process; serves

Approved by Personnel Commission: April 12, 2023

Marisa Perry

Marisa Perry
Director III – HR / Classified Personnel Services

Date: 4/12/23