CLASS TITLE: MEDI-CAL PROGRAMS SPECIALIST

BASIC FUNCTION:
Under the direction of the Director of Internal Business Services, work with VCOE staff (Special Education, Business Services, the Ventura County SELPA, and the Hearing Conservation) for the coordination and implementation of VCOE’s Medi-Cal LEA Billing and Medi-Cal Administrative Activities (MAA) programs.

REPRESENTATIVE DUTIES:
Serve as an active resource to VCOE billing participants to effect maximum reimbursements from each program and coordinate services as necessary with VCOE’s 3rd party billing partner; E

Troubleshoot areas of identified need to facilitate accurate, well-documented, and timely billing submissions; E

Coordinate with the Director of Internal Business Services to assure timely submission of VCOE’s Medi-Cal LEA Annual Reports, Targeted Case Management (TCM) Surveys, Cost and Reimbursement Comparison Schedule (CRCS), and Medi-Cal Administrative Activities (MAA) Time Surveys and Invoices; E

Regularly monitor, update & maintain file of billing practitioners’ credentials, licenses & certifications; E

Assist VCOE specialists with online Medi-Cal LEA billing, providing one-on-one training and help as needed; E

Review specialists’ caseload lists quarterly to assure billing is not overlooked. Monitor students’ annual IEP schedules to anticipate assessment billing and required prescription updates. Monitor specialists’ billing to assure timely submission to 3rd party vendor; E

Facilitate LEA Billing Reviews annually for each specialist group, providing program updates and promoting timely submission of billing; E

Review student Assessment Plans following IEPs to maintain database with documentation of parent permission for Medi-Cal billing; E

Maintain/update database of non-VCOE students served by VCOE and SELPA specialists for determining Medi-Cal billing eligibility for quarterly upload to 3rd party billing partner; E

Maintain file to document supervision of all students on caseloads of non-licensed Speech Therapists; E

Review, update as appropriate, and secure signature by qualified doctor every two years or as needed; E

Maintain & monitor prescription file to assure OT & PT treatment billing is only submitted for students with current prescriptions. Facilitate prescription process between practitioners and physician. Alert therapists when prescriptions need to be renewed. Renew physician contract annually; E

Identify classrooms where students requiring Observation and Monitoring (O&M) services out-number assigned Health Aides. Coordinate billing logs so that full-time O&M services are not billed by the same
Health Aid for multiple students, and that billing for services provided by each assigned Health Aid are captured monthly; E

Work with Transportation Coordinator and Special Education Executive Director to pursue options to establish documentation for billing of students riding on wheel-chair buses; E

Facilitate, lead, and actively participate in committees and/or workgroups related to Medi-Cal program policy, management strategies, and responses to state requests for information; E

Schedule trainings as required, and review MAA activity coding with participants regularly so that they are able to identify and articulate their activities accurately when responding to scheduled Random Moment Time Surveys (RMTS); E

Follow up with all MAA participants to assure 100% response to scheduled RMTS (85% minimum requirement); E

Review, revise and submit Participant Universe in keeping with current MAA participation; E

Represent the VCOE at various County, Regional and State meetings. E

Perform related duties as assigned. E

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
Modern office methods, techniques, and procedures including filing systems, business correspondence writing, and telephone techniques;
Writing, proof-reading, and grammar rules;
Mathematical skills sufficient to prepare a variety of reports;
A variety of computer software programs including word processing and Excel;
Proper English usage and grammar;
Medi-Cal program policies, objectives and guidelines; and
Pertinent Federal State, and local laws, codes, and regulations including those pertaining to education financial record keeping and control.

**ABILITY TO:**
Ensure LEA’s compliance with laws and regulations;
Devise and adapt procedures and systems to meet changing needs;
Plan, organize, and participate in the operational activities of assigned responsibilities;
Understand and carry out a variety of oral and written instructions independently;
Perform research and gather information from a variety of sources;
Communicate effectively in both oral and written forms;
Operate standard office equipment, including a personal computer; and
Maintain effective work relationships with those contacted in the performance of required duties.

**EDUCATION AND EXPERIENCE:**
Three years responsible experience in school-based fiscal, health, or Medi-Cal program management.
WORKING CONDITIONS:
ENVIRONMENT:
Subject to inside environmental conditions.

PHYSICAL ABILITIES:
Requires vision (which may be corrected) to read small print and to inspect financial or statistical records;
Perform work that is primarily sedentary;
May be required to work at a video display terminal for prolonged periods;
May be required to work evenings or weekends;
Requires dexterity of hands and fingers to operate a computer and standard office equipment;
Sitting or standing for extended periods of time;
Reaching above the shoulders and horizontally to retrieve files and supplies;
Lifting objects weighing up to 30 pounds; and
Listening and speaking to exchange information, e.g. by electronic device, telephone or in person.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.