

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Medi-Cal Billing Technician	<b>REPORTS TO:</b>	Director, Health Services
<b>DEPARTMENT:</b>	Health Services	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	G-26/CSEA 125 Salary Schedule

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**(Former Classification: Account Clerk II (assigned to Health Services))**

**BASIC FUNCTION:**

Under the general direction of an assigned supervisor, perform responsible technical and clerical duties requiring specialized knowledge involving District Local Educational Agency Medi-Cal, Medi-Cal Administrative Activities and various Department of Health Services support functions to provide reasonable, timely delivery of professional services.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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 principal job elements.)**

Coordinate the medical billing for the Student Health Center and the Local Educational Agency (LEA) Medi-Cal and Medi-Cal Administrative Activities (MAA) Billing Programs to assist in ensuring the financial viability of the District. *E*

Perform Medi-Cal clerical responsibilities related to assigned function such as compiling information from a variety of sources and preparing reports as required by District, County, State or federal regulations; clearly communicate in a reasonable, timely manner with other agencies or departments to provide or obtain information and resolve issues. *E*

Prepare materials and organize staff training for District personnel including administrative staff, nurses, psychologists, speech therapists, and health assistants to update staff with new skills and knowledge to better provide health services to the sites and departments. *E*

Receive and screen calls to ensure reasonable, timely delivery of communication to appropriate staff; schedule appointments; coordinate Medi-Cal schedules and communicate with others regarding meetings and appointments; direct inquiries and visitors to the proper person or office; transmit confidential or sensitive information as appropriate; provide technical information concerning Medi-Cal policies and procedures of assigned program or office according to established guidelines. *E*

Prepare, format, type, proof-read and copy records, reports or related materials as needed. *E*

Coordinate with State and State Contractor for access to electronic Medi-Cal billing system and internet verification system to assist in ensuring the efficient and effective operation of the department to meet the needs of the students and families; work collaboratively with the staff at the California Department of Health Services. *E*

Interpret and apply rules and regulations for Medi-Cal billing processes; notify the Director of Health Services regarding changes in LEA Medi-Cal and MAA policies, procedures, and legislation to ensure compliance. *E*

Provide assistance for Health Services' grants and the Student Health Center as needed. *E*

Provide clear direction and guidance to clerical personnel as assigned as related to assigned duties. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school with college coarse work desirable; three years of increasingly advanced Medi-Cal or related clerical experience.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Medi-Cal practices, procedures and software.

Federal and state laws governing Medi-Cal and MAA educational programs

Accurate record-keeping techniques.

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

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and data entry techniques.

Software programs including but not limited to word processing, spreadsheet, and email related to current position.

Health Insurance Portability and Accountability Act (HIPAA).

ABILITY TO:

Maintain accurate records and prepare reports.

Establish and maintain confidential files, records, and reports related to assigned duties.

Establish and maintain cooperative and effective working relationships with a diverse range of people.

Communicate, understand and follow both oral and written directions effectively.

Plan, organize and meet schedules and time lines.

Work confidentially with discretion.

Read, explain and follow rules, regulations, policies and procedures.

Learn and use new Medi-Cal program languages and operating systems.

Complete work with many interruptions.

Learn new or updated computer systems/software programs to apply to current work.

Communicate using patience and courtesy in a manner that reflects positively on the organization.

Apply integrity and trust in all situations.

Actively participate in meeting District goals and outcomes.

Learn District organization, operations, policies, objectives and goals.

**WORKING CONDITIONS:**

ENVIRONMENT:

Office environment with fast paced work; constant interruptions; contact with dissatisfied individuals.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, dexterity to operate a computer and other office equipment; seeing to view monitors; hearing and speaking to exchange information; sitting for extended periods of time; reaching overhead, above the shoulders and horizontally to maintain and retrieve files.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

*E=Essential Functions*