

MEDI-CAL/STATE REPORTING SPECIALIST

DEFINITION

Under general supervision of the Director of Special Education, to perform specific and moderately difficult clerical and billing functions related to Medi-Cal billing according to prescribed procedures or specific instructions within defined policies and procedures; to perform specific and moderately difficult clerical and management as related to special education database and support District SELPA.

EXAMPLES OF DUTIES

Perform a wide variety of clerical and billing functions related to CASEMIS, state data reporting, LEA billing, SEIS and Medi-Cal; functions assigned may include all or some of the following: type letters, reports, records and other materials from rough draft or general instructions; duplicate, assemble and collate materials; sort and deliver mail; accurately interpret and apply regulations related to Medi-Cal and legal billing qualifications and procedures; provide information regarding reimbursable services to staff; apply school district procedures and policies; maintain data in student files; may assist in maintaining supplies for fax machine, copy machines, laminator, etc. Conduct small group workshops and individual instruction on SEIS, LEA, Medi-Cal billing and computer operations. Perform tasks utilizing SEIS state reporting systems and other student software management systems.

QUALIFICATIONS

Knowledge of

Correct English, grammar, spelling and punctuation; office methods, procedures and practices; computer operations/word processing, complex spreadsheet functions; Medi-Cal billing procedures; operation of computer hardware systems and software applications, including Microsoft products and the Internet; operation of an application service provider (ASP).

Ability to

Perform a variety of different clerical tasks; communicate effectively with District Special Education providers; establish and maintain cooperative working relationships; apply judgment, discretion and initiative; work independently; accurately interpret Medi-Cal billing procedures and apply to current staffing responsibilities; operate computers and peripheral equipment properly and efficiently; install and maintain software; understand and carry out oral and written directions; keep records and files; read and write at a level appropriate to the duties of the position; make arithmetical computations; learn office automation applications and skills, including computer operation/word processing.

Experience

Two years of general office clerical work which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: June 27, 2006

Revised: March 13, 2007, effective April 1, 2007

Revised: February 25, 2015; Board Approved: March 12, 2015

Revised: September 17, 2019, effective October 17, 2019