

MEDI-CAL REIMBURSEMENT AND COST RECOVERY MANAGER

DEFINITION

Develops and recommends programmatic and policy changes regarding the provision of student health services by District service providers and District reimbursement; and manages the cost recovery activities for services that are reimbursable under Medi-Cal or other local, State, or federal programs to optimize the reimbursement received by the District for the provision of the services, which involves liaising with District, state, federal, and other school district employees and officials.

TYPICAL DUTIES

- Develops and recommends programmatic and policy changes regarding student health services which are eligible for reimbursement and cost recovery from Medi-Cal and other programs to optimize reimbursement to the District, consistent with applicable laws, rules, and regulations.
- Develops and recommends changes to affect efficiencies in the provision and coordination of health services and reimbursement and cost recovery activities by analyzing administrative costs, human resource utilization and allocation, work flow and work restructuring, and feasibility of automating functions.
- Develops procedures in concert with District service provider units to ensure that individual service providers are submitting documentation for reimbursement of services rendered accordingly.
- Develops and implements systems that capture health services rendered to students and invoice appropriate State and local agencies while optimizing reimbursement through electronic billing and transmission of documentation.
- Analyzes reconciliation reports to determine the reasons for denials of District reimbursement claims and ensures reimbursement checks are deposited into District accounts efficiently and correctly.
- Manages the cost recovery unit and plans, organizes, participates in, and supervises the work involved in processing invoices.
- Reviews and analyzes Medicaid programs in other states and recommends changes in Medi-Cal to the California Department of Health Care Services to optimize reimbursement to school districts.
- Participates in State work groups consisting of financial and programmatic representatives of the California Department of Health Care Services and representatives of other California school districts and participates in conferences attended by representatives of school districts in other states, states' officials, and federal officials to discuss the implementation and improvement of cost recovery programs.
- Works with the Accounting and Disbursements Division to prepare a State Annual Report for Medi-Cal which is a programmatic financial report indicating the reasons for implementing specific programs, the program expenditures, and future program plans and provide District's Budget Services Department with quarterly projected reimbursement amounts.
- Plans, develops, and conducts training and information programs on health services and medical claims processing to District employee service providers.
- Collaborates with administration in preparing Board Informatives
- Interacts with other offices and departments as necessary including, the Information Technology Division, Special Education Division, Budget Services Branch, Human Resources Division, Procurement Services Division, Nursing Services, School Mental Health, Student Medical Services, California Department of Health Care Services, Los Angeles County Department of Mental Health Services, and California Child Health and Disability Prevention Program.

Provides quality assurance guidance and recommendations to service providers and administration for improvements on documentation of health services provided to students to ensure compliance with medical claims documentation and reimbursement.

Coordinates with District ITD and software vendor for implantation and maintenance of electronic requirements for electronic health records and medical billing functions.

Manages medical claim audit process and provides requested supporting documentation to representatives of local, county and state agencies, reviews audit findings and composes letters of contest for appeals when applicable, and implements corrective action plans.

Manages the maintenance of budgetary and related financial documents regarding cost recovery reimbursement.

Regularly monitors, reviews, and analyzes District health service providers qualifications for compliance with contracted health plans.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Medi-Cal Reimbursement and Cost Recovery Manager analyzes District-provided student health services and District reimbursement and manages the cost recovery activities to develop and recommend changes in programs, policies, procedures, administrative activities, automation of functions, or human resource utilization to optimize the provision of services and District reimbursement.

The Senior Medical Administrative Assistant oversees the day-to-day operations in the Student Medical Services Branch (SMS) and the Community Partnerships and Medi-Cal Programs including coordinating physicians' schedules, administering personnel activities, and monitoring budgets.

SUPERVISION

General supervision is received from a certificated administrator. Supervision is exercised over lower-level technical and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Federal Medicaid program policies and regulations
- California State Plan for school claiming of Local Educational Agency Medi-Cal Billing Option Program
- California State Plan for claiming of Medi-Cal Administrative Activity
- California Child Health and Disability Prevention Program
- Los Angeles County Department of Mental Health Contracted Provider Processes for Integrated System (IS) and Integrated Behavioral Health Information System (IBHIS)
- Data processing applications
- Electronic Medical billing processes in CMS 14500 and UB04 claims forms
- Current Procedural Terminology and International Classification of Diseases-Ninth Revision Clinical Modification (ICD-9) coding
- Electronic health records
- Health Insurance Portability and Accountability Act (HIPPA), Protected Health Information (PHI), Family Educational Rights and Privacy Act (FERPA), and Individualized Educational Program (IEP)
- Contracts and MOU's with State, federal, and local health plans for health programs
- Claims submission and reconciliation processes
- Medical terminology
- Office practices and procedures related to work flow, work simplification, and supervisory techniques

Microsoft Office Outlook, Word, PowerPoint, Access, and Excel

Ability to:

Communicate clearly, persuasively, and convincingly, both orally and in writing
Analyze management information reports to detect problems and to recommend short-or long-range plans and goals
Work with District employees, local, state and federal officials or employees, and officials or employees of other school districts effectively
Send and receive email and use word processing software
Analyze, interpret, and apply laws, rules, and regulations pertaining to Medicaid reform policies
Use computers with Microsoft operating systems and use a variety of software

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university preferably with a degree in business or public administration, public health, or a related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Experience:

Three years of professional-level administrative or management experience in coordinating health cost recovery programs, including the billing function; analyzing the effectiveness of programs that provide health services and associated cost recovery activities, and making recommendations for improvement; and analyzing budgetary and related financial documents regarding reimbursement received through health cost recovery activities and making reimbursement forecasts. Experience in developing short-and long-range plans to optimize reimbursement for the provision of health services is highly desirable.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

Exempt from FLSA.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or to change typical duties of the position at any time.

Revised
05-19-14
CA