

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: SCHOOL HEALTH BILLING SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, the School Billing Health Specialist works in partnership with County Offices of Education (COE), Local Education Agencies (LEA), managed care plans, the Department of Behavioral Health Services, and other government agencies, to support the development of sustainable health and wellness systems of care within schools; provides technical assistance including coaching and training related to funding and sustaining school health programs; provides technical, specialized, consultative, advisory and planning services in the area of school health systems and opportunities for leveraging and maximizing services through claims submission; serves as a resource to program representatives and school districts.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Designs and implements training and coaching programs for County Offices of Education, Districts, Schools and partner agencies related to participation in school-based medical billing programs, including, but not limited to, LEA Billing Option Program, School Medi-Cal Administrative Activities, managed care plan and commercial health plan billing.

Supports assigned educational agencies with developing and evaluating school-based health programs, billing processes and procedures; analyzes data, develops a strategic plan with short- and long-term goals focused on building capacity to establish and sustain revenue generating health programs on school campuses.

Provides training, support, and technical assistance to County Offices of Education and districts regarding becoming contracted vendors with commercial and Medi-Cal managed care plans.

Supports educational agencies in developing Memoranda of Understanding with partner agencies that address participation in claims submission, documentation, and data sharing of health information.

Supports with the identification, development, and coordination of health partnerships with Social Services, Behavioral Health Services, managed care plans, commercial health providers and other agencies.

Works with the Department of Health Care Services, the Department of Health & Human Services, managed care plans, County Behavioral Health Services, districts, and other organizations to develop referral pathways and closed-loop referral systems to increase coordination of care in order to maximize federal Medicaid reimbursements.

Collaborates with third party claims submission vendors to ensure the proper processing of claims and generation of revenue.

Answers all inquiries regarding school billing in a timely and accurate manner.

Serves as a resource to program representatives and the SCCOE; serves as liaison for special assignments; serves as liaison between the State and districts in the County; coordinates State and regional conferences; serves as national, State and regional lead for other leaders in assigned program area; serves on assigned task forces and committees.

Prepares and maintains a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends a variety of conferences, departmental and interdepartmental meetings as assigned; provides expertise and technical assistance as needed; attends and participates in SCCOE meetings and events.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

The Medicaid System

CPT and ICD-10 coding and billing requirements for public programs and third-party payers.

LEA Medi-Cal Billing Options, commercial and private health plans.

Managed care organizations and plans.

Public school environments.

Training methods, program planning, adult learning, and group facilitation and dynamics.

Collecting and assembling data and navigating assigned software systems.

Budget preparation and control.

Technical aspects of field of specialty.

Oral and written communication skills.

Applicable laws, codes, regulations, policies, and procedures.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Research, develop, coordinate, implement and assess staff development in accordance with State mandates.

Provide technical, specialized, consultative, advisory, and planning services in assigned area.

Process and train others on the Medicaid System and claims submission processes.

Provide training on participation in various Medi-Cal programs.

Serve as a resource to program representatives and the SCCOE.

Coordinate large professional development institutes and conferences.

Communicate effectively both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and timelines.  
Work independently with little direction.  
Plan and organize work.  
Maintain records and files.  
Prepare comprehensive narrative and statistical reports.

**LEADERSHIP TEAM COMPETENCIES:**

Develops and fosters effective individuals and teams.  
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.  
Demonstrates emotional intelligence.  
Models inclusive, effective, and authentic communication.  
Applies knowledge of the intersectionality of race, equity, and inclusion.  
Builds and sustains positive, trusting relationships.  
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in public health, healthcare administration, business administration, finance, accounting, or related field and three (3) years of increasingly responsible experience participating in Medi-Cal billing, claims submission or school finance. Completion of a medical billing and coding training program is preferred and can be substituted for one year of required experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Medical billing and coding certification (preferred).

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.

Approved by Personnel Commission: December 14, 2022



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 12/14/22