

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MEDI-CAL TECHNICIAN

RANGE: 23

BASIC FUNCTION:

Under the direction of an assigned administrator, provide a variety of technical activities involved in the collection, evaluation, input and reporting of fiscal and student data for districts and personnel relating to the Medi-Cal Programs. Update and distribute information regarding State and Federal Medi-Cal regulations and requirements; serve as a resource to all agencies related to assigned activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical activities involved in fiscal reporting, auditing and reviewing records for districts and outside agencies; assure correct coding and compliance with the Medi-Cal program requirements; notify various agencies of discrepancies or issues to ensure the integrity of the Medi-Cal programs; assure accuracy and timeliness in the functions of the assigned programs.

Utilize a computer and assigned databases to input data, create queries, and produce a variety of computerized lists, records and reports. Update information and maintain a variety of automated records and files; assure accountability for a variety of assigned information.

Research and compile information from a variety of sources; prepare drafts, summary reports, and specialized Medi-Cal forms; format and maintain spreadsheets, manuals and auditing tools as needed.

Review Medi-Cal Administrative Activities (MAA) and the Local Education Agency (LEA) Medi-Cal Billing Option Program reports and claims for accuracy and to determine the reason for payments or denial of LEA reimbursement claims.

Assist in monitoring and coordinating Medi-Cal budget; compile information from a variety of sources and prepare summary reports; compile data for budget binders as assigned by the position.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and exchange information; serve as technical resource providing information and responding to questions regarding assigned activities.

Attend and assist with in-service training sessions; maintain current knowledge of current trends and practices of the Medi-Cal programs; represent the County Office in meetings and conferences as assigned.

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OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Policies, objectives and guidelines of the Medi-Cal program.
California State Plan for claiming School Based Medi-Cal Administrative Activities.
Applicable laws, codes, regulations and procedures.
Electronic Medi-Cal and other computerized billing systems.
Medi-Cal claims submission and reconciliation.
General accounting and business functions of an educational organization.
Basic budgeting practices regarding monitoring and control.
Basic principles and practices of fiscal, statistical and administrative research and report preparation.
Data Control procedures and data entry operations.
Utilize a computer to input data and review the data to assure accuracy and efficiency.
Oral and written communication skills.
Public speaking techniques.
Mathematic calculations.

ABILITY TO:

Perform a variety of Medi-Cal related functions including data processing, administrative liaison, accounting, and other support duties related to the assigned program.
Maintain confidentiality and integrity of the program.
Serve as a technical resource to personnel and districts concerning assigned functions.
Interpret, apply and explain policies, procedure, rules and regulations.
Maintain current knowledge of current policies and procedures of the Medi-Cal programs.
Assemble and prepare data for records and reports.
Operate a variety of office equipment including a computer and assigned software.
Review the Medi-Cal budgets.
Provide training to districts and staff.
Establish and maintain cooperative and effective working relationships with others.
Work independently under little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in related field and three years experience of increasingly responsible clerical experience including experience in computerized fiscal and data reporting. Three years experience in Medi-Cal programs preferred.

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WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to view a computer monitor and read a variety of materials.

Hearing and speaking to exchange information and make presentations.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching.