

Medi-Cal SMAA/LEA Clerk

DEFINITION:

Under the direction of the Coordinator of Health Programs and Services, perform responsible and complex clerical functions related to the collection of relevant data for the School-based Medi-Cal Administrative Activities (SMAA) and LEA Medi-Cal Billing Option (LEA) programs; reconcile, audit, and report data in order to maximize income from both funding sources; communicate and interact with community agencies, vendors, and regulatory agencies; processes all SMAA and LEA related billings; maintains official records. Regularly monitors District service providers' qualifications for compliance. Performs other job related duties as required.

QUALIFICATIONS:

Knowledge of:

- Laws, codes, policies and procedures related to assigned programs such as the California School-Based Medi-Cal Administrative Activities Manual
- Record-keeping and report preparation techniques
- Modern office practices, procedures and equipment
- Oral and written communication skills
- Telephone techniques and etiquette
- Operation of a computer and assigned software, including but not limited to, word processing, spreadsheets, databases, facility scheduling and facility use permits software, and calendaring systems.
- Techniques and strategies to optimize health cost recovery activities for participants in the SMAA and LEA programs

Ability to:

- Understand data related to SMAA and LEA programs
- Explain relevant compliance issues in training programs
- Establish and maintain cooperative working relationships with staff, co-workers, vendors, colleagues from other school districts, county and state employees affiliated with the Medi-Cal SMAA and/or LEA programs.
- Meet the public tactfully and courteously and answer questions in person or over the telephone
- Understand, follow and carry out oral and written directions
- Meet schedules and timelines
- Maintain records and prepare reports
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Perform mathematical computations

Experience and Education

- Equivalent to completion of the twelfth grade
- Additional approved qualifying experience may be substituted for educational requirements
- Experience as a SMAA or LEA participant is highly desired.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this position perform a variety of specialized clerical duties related to the coordination of the SMAA/LEA programs. The clerk position represents the District in communications and interactions with community agencies, vendors, and regulatory agencies.

ESSENTIAL FUNCTIONS:

- Provide training and technical support to District personnel regarding SMAA/LEA fiscal and reporting requirements; provide individual and small group training and technical assistance to program personnel including administrators, certificated and classified staff regarding program requirements in order to maximize funding.
- Arrange and participate in SMAA/LEA training programs.
- Support staff before, during and after claiming period and/or reporting periods; follow-up on any missing claims or other information with relevant staff.
- Coordinate the collection and analysis of all data required by the District, regulatory agencies, and other agencies and submit and reconcile data and reports as appropriate.
- Perform fiscal record management and reporting functions in support of the SMAA and LEA programs.
- Prepare and maintain a variety of records, logs and files including information of a confidential nature.
- Maintain confidentiality of information and records; compose correspondence.
- Attend and participate in a variety of meetings related to assigned activities.
- Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.