

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JULY 2018
RANGE: 46.5
CLASSIFIED
CODE: NONE

MEDI-CAL ADMINISTRATIVE ACTIVITIES (MAA) SENIOR ACCOUNT TECHNICIAN

DEFINITION

Assist the Medi-Cal Program Supervisor in the administration of the Medi-Cal Administrative Activities (MAA) program and with the LEA Medi-Cal Billing Option Program (LBO) for multiple internal divisions.

EXAMPLES OF DUTIES

Coordinate with participating claiming units to ensure compliance and implementation of the MAA program;

assist with coordination of internal divisions and outside agencies to ensure compliance and implementation of the LBO program;

assist in establishing and maintaining a delivery system of training for the MAA program for school districts and county offices in the region;

coordinate and report on the status of MAA invoices, LBO billing logs, information requests, and pending correspondence for MAA and LBO;

communicate with personnel and outside organizations to assist in coordinating activities, resolve issues and conflicts and exchange information for MAA and LBO;

assist with implementation and continuing involvement of the integration of LBO to the random moment time survey;

assist districts with appropriate identification of billable LBO services as they pertain to the random moment time survey;

provide information regarding the LBO program to internal staff;

assist with maintaining student data and stay updated on HIPAA/FERPA standards for MAA and LBO programs;

assist with training and support of other Account Technicians;

attend regional and local MAA and LBO meetings;

attend seminars, training sessions and other meetings related to MAA and LBO projects as assigned;

submit and review quarterly MAA invoices to the Department of Health Care Services;

prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities.

QUALIFICATIONS

Knowledge of:

Understanding of random moment time survey, invoicing and audit process within the MAA program;
understanding of practitioner criteria, documentation and regulations of the LBO program;
software applications in both personal and mainframe system environments.

Ability to:

Analyze, interpret, implement and explain MAA and related laws, rules, and regulations;
perform fiscal record management and reporting functions in support of the MAA and LBO program;
work independently and accurately;
perform related duties as assigned;
analyze problems quickly and make pertinent and incisive decisions to solve them.

Experience:

Minimum of three years of responsible experience in accounting related functions including some experience working with a MAA program is required. Experience working directly in the administration of the MAA and LBO programs preferred.

Education:

Bachelors degree in business administration or a related field is desired.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: rn

7/10/18

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