

MT. DIABLO UNIFIED SCHOOL DISTRICT
SENIOR ACCOUNT CLERK-EPSDT MEDI-CAL

Summary Definition

The Senior Account Clerk EPSDT Medi-Cal performs analytical work in processing, recording and reporting the district's financial transactions; and performs related clerical work relating to EPSDT Medi-Cal billing as required.

Directly Responsible To

Executive Director, Special Education

Example of Duties (to include, but not limited to:)

E: Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements).

1. Supervises and participates in the preparation and recording of Mental Health billing, resolve billing related issues, and ensure timely submission of billing paperwork. **E**
2. Participates in the clinical record audit process which ensures that documentation, authorizations and consents are current and accurate. **E**
3. Use document tracking tools to report chart status and communicate with the clinical team. **E**
4. Attend UR and County meetings.
5. Create and maintain client records. **E**
6. Monitor and track required Medi-cal documentation and eligibility. **E**
7. Verifies, audits, and processes Medi-Cal claims. **E**
8. Interprets and applies rules and regulations. **E**
9. Establishes and maintains pertinent files and records. **E**
10. Prepares and reconciles accounting reports. **E**
11. Answers inquiries regarding procedural problems. **E**
12. Operates standard office equipment. **E**
13. May be required to travel to businesses outside the district.

DESIRED QUALIFICATIONS

Education and Experience: Completion of high school level bookkeeping coursework and three years of clerical experience with emphasis on the maintenance of fiscal records relating to EPSDT Medical Billing; or an equivalent combination of training and experience.

Senior Account Clerk- EPSDT Medi-Cal

Knowledge of:

1. Bookkeeping principles and practices including the keeping of financial accounts and records and the preparation of reports
2. Office practices, procedures and equipment
3. The laws, regulations, policies and specialized record-keeping procedures relevant to the department

Skill in:

1. All phases of financial record-keeping
2. Preparing financial reports according to established guidelines
3. Establishing effective work relationships
4. Operating a variety of office equipment including computer

Licenses and Certificates:

- A valid California driver's license

Environment

Office environment with multiple staff members, subject to frequent interruptions, continual deadlines and pressures connected to limited funds to meet growing needs, driving a vehicle to conduct work. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Physical Abilities

Sit, look downward, reach, (up to frequently); stand, walk, bend, stoop, squat, push, pull, foot controls (occasionally); climb stairs, twist (infrequently); repetitive hand activities within close reach, such as files, keyboard & handwriting (frequently); lift/ carry up to 25 pounds (occasionally), may lift/ carry equipment up to 75 pounds (infrequently); extensive reading; use seeing, hearing & speaking (including in-person, phone & public address.)

CST, Salary Range: 448

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