

Develop compliant billing forms for practitioners identifying direct school-based services, for services that are provided to students on an Individualized Education Plan (IEP) or a District health care plan. **E**

Utilize District information systems to capture all billable services for participants for whom the District maintains billing software; analyze and make recommendations to maximize revenue; request necessary re-issuance of practitioner licenses; maintain database for audit purposes; regulate billing transactions; and limit claims denials and error rates by providing necessary information. **E**

Gather student enrollment data from District information systems; analyze data for Medi-Cal eligibility and strategically develop the most revenue-generating units for the program. **E**

Regularly compile statistical data for reporting program performance; identify needs and community-wide initiatives to promote child health and family support services and ensure compliance with state regulations. **E**

Design, update, and maintain Medi-Cal Program Manual for practitioners; write and design compliance

LICENSES AND OTHER REQUIREMENTS:

