

CHILDREN'S PROGRAM SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is a specialized clerical and limited administrative work position involving the Public Health Department's Children's Programs. Depending on the particular work assignments, the work is performed under direct or general supervision. The incumbent may supervise clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Audits provider service logs and progress notes for invoices; Audits and assists in maintaining expense and revenue accounts; Communicates with State agencies on reimbursement issues; Coordinates with county Social Services departments to assure foster children services are billed appropriately; Provides oversight for programs such as HIN and HPN; Instructs and assists clerical staff in maintaining individual children's billing and educational file; Responsible for Automated Voucher Listing billing and administrative billing and reconciliation for Pre-School Special Education Program; Audits administrative cost report forms from schools and approves payment; Develops and maintains spreadsheets for services, providers, payments and reimbursements; Assists with accounts receivables, payables and encumbrances; Instructs and provides mid-level supervision of lower level office staff; Supervises office staff in the absence of the Business Manager; Assists in compiling data for staff evaluations; Audits Public Health Programs and Emergency Medical Services expense and revenue accounts, including quarterly reports; Assists with annual department budget for Public Health and Emergency Medical Services programs; Responsible for preparing, advertising and opening of transportation bids; Responsible for a variety of reports and provides information as needed for all Children's programs; Performs other clerical duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of Children's Health Programs; Working knowledge of medical terminology including ICD9 coding; Working knowledge of Medicaid billing and third party insurance; Ability to communicate effectively both orally and in writing including the preparation of correspondence and reports; Ability to maintain financial records and reports; Ability to deal effectively with representatives of other agencies; Ability to operate a computer to enter and retrieve file data; Awareness of the confidentiality of medical records; Clerical aptitude; Neatness; Accuracy; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma; and four years of account keeping experience which must have included one year of experience in health related auditing and billing of medical claims or related work.

Approved 3/17/06
competitive class