



HASTINGS PUBLIC SCHOOLS

POSITION DESCRIPTION

Job Title: Special Services Third Party Billing Specialist

Classification Title: Special Services Third Party Billing Specialist

Last Classification Review:

Exempt Status: Non-Exempt

Department: Special Services

Reports To: Director of Special Services

Job Summary:

Under the direction of the Director of Special Services, the Special Services Third Party Billing Specialist is responsible for providing administrative tasks duties associated with serving as the department's Third Party Billing Specialist and its associated duties; audits and monitors payroll hourly reporting for paraprofessional and substitute employees; provides administrative duties associated with due process file recordkeeping and document processing and serving as SPED Forms administrator.

Essential duties outlined below are intended as "representative" examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.

Supervisory Responsibilities:

Direct Supervision: None

Indirect Supervision: None

Essential Duties and Responsibilities:

- Implements, reviews and coordinates third party billing and reporting processes and procedures.
 - a) Trains department providers on third party billing procedures.
 - b) Performs monthly background checks on providers per DHS requirements.
 - c) Reports all hours and provided services to MN DHS yearly.
 - d) Collaborates with Health Services Coordinator to assure health plans meet regulations for third party billing.
 - e) Creates time study documentation and trains PCA's to be certified, maintains lists of all students receiving PCA care and completes MA logs to DHS for payment.
 - f) Verifies all provider logs, that student information is accurate, required documentation is present, and submits claims to DHS.
 - g) Assists with Local Collaborative Time Study reports, updating reporting changes and attending county social service LCTS meetings.
- Provides administrative support pertaining to Paraprofessional activities and documentation.
 - a) Schedules interviews, participates in interviews, and conducts reference checks for prospective paraprofessional.
 - b) Completes salary worksheets for new hires and performs orientation to new PSA's.
 - c) Sets up all PSAs and substitutes in Frontline/AESOP and monitors, corrects TimeClock entries, hours, time and approved leaves. Conducts payroll audit routines for all department paraprofessionals.
 - d) Monitors and tracks evaluation cycles and schedules, communicates review needs with applicable staff, collects and files completed evaluation paperwork.
- Serves as SPED Forms Administrator designee for the District and due process recordkeeping.
 - a) Updates and verifies Case Managers.
 - b) Creates enrollment records for all ECSE students.
 - c) Runs reports to compile time for yearly reporting.

- d) Collaborates and works with SPED Forms vendor on related issues.
 - e) Attends Child Study Review Team Meetings (CSST). Reviews and reviews due process documentation to assure it meets MDE requirements.
 - f) Uploads documentation in SPED Forms and checks for finalizing of all paperwork.
 - g) Maintains 504 documentation.
 - h) Sends out monthly due process reports to Special Services staff.
 - i) Assists in coordinating meetings and scheduling with parents and IEP team members.
- Collects ESY paperwork, verifies and processes state reports (attendance, membership, service hours) for all students attending ESY.
 - a) Coordinates and makes arrangements for all Special Education transportation services for ESY.
 - b) Creates and maintains transportation spreadsheet to communicate all needs with transportation company.
- Performs general administrative support functions and/or customer support service responsibilities.
 - a) Types and prepares correspondence for parents, community members, paraprofessionals, district staff and/or vendors.
 - b) Attends training sessions, conferences or seminars pertaining to job responsibilities.
 - c) Assists in special projects, as assigned.
 - d) Performs other administrative support functions as assigned by the Director or Assistant Director, as assigned.
 - Performs other duties of a comparable level or type, as required.

Minimum Qualifications:

Requires a minimum of a High School Diploma and 1-3 years of prior experience required; or an equivalent combination of education/experience necessary to perform the work.

Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:

- Knowledge of general phone systems and general office equipment.
- Knowledge of special education due process compliance documentation, dates, rules and reporting regulations.
- Knowledge of third party and MA billing procedures, rules and regulations.
- Knowledge of MARSS reporting and student information recording routines and procedures.
- Fundamentals and basic understanding of district computer systems and software programs relating to the performance of the job (i.e. SPED Forms, Infinite Campus, TimeClock, SMART Finance, AESOP, business productivity applications, etc.).
- Knowledge of school practices, policies, and administrative guidelines pertaining to job assignments.
- Knowledge of customer service and phone etiquette.
- Fundamentals and basics of recordkeeping, bookkeeping and accounting.

Essential Skills Necessary To Perform The Work:

- Basic math skills needed to add, subtract, multiple and divide units of measure using whole numbers, fractions and/or decimals.
- Customer service, business etiquette, and human relation skills in assisting, screening, handling and dealing with informational requests of district staff, vendors, public, and other district personnel.
- Utilizing district applications and systems in performing the requirements of the job.
- Implementing and maintaining student records and data retention procedures, routines and operations of the department/district.
- Performing general accounting procedures and processes pertaining to special education funding, third party billing, regulations and guidelines.

- Compiling, reviewing, and preparing a variety of student reports, financial/student summaries, and narrative reports.
- Verifying, compiling and processing billing procedures.
- Providing administrative support to department administrative personnel including word processing, calendar management and general office functions.
- Written and oral communication skills.
- Applying and understanding the programs, department functions, and rules, regulations or guidelines that impact department operations and specifically administrative support functions of the office.
- Performing job assignments that require attention to detail, precision and accuracy.
- Prioritizing job assignments and projects and performing assignments with minimal oversight.

Work Environment:

This is an administrative support position performing job duties and assignments in a typical district office environment where there are a minimum of environmental hazards and risks associated with performing the job.

Physical Job Requirements:

Employee is continuously required to sit, use hands to finger, handle or feel, talk and hear; frequently reaches with hands and arms; intermittently stands, walks, stoops, kneels, and/or crouches. Exerting up to 25 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.