

COLONIAL INTERMEDIATE UNIT 20

POSITION DESCRIPTION

TITLE: Access Billing Coordinator/Student Data Management

CLUSTER: Cluster 2H

QUALIFICATIONS: High School Diploma

Experience and proficiency utilizing Advanced Microsoft Windows, Word, Excel, Access and Internet Explorer.

Medical Access billing experience and working knowledge of billing process, systems, and requirements; working knowledge of special education regulations and compliance procedures.

Ability to take suggestions, directions, and coaching relative to procedures and policies as outlined by the Supervisor of Pupil Personnel and the Director of Special Education.

Typing, filing, data entry, word processing, calculator skills, and telephone courtesy; High level of confidentiality; Effective oral and written expression; Proficient use of contemporary office equipment; Excellent organizational skills and abilities; Ability to understand and follow written instructions; Ability to sit and stand for long periods of time; Experience and leadership skills in secretarial functions and in working with teachers, administrators, and support personnel; Ability to work flexible hours.

REPORTS TO: Supervisor of Pupil Personnel

LOCATION: Colonial Intermediate Unit 20 Central Office

JOB GOAL: To perform all functions necessary to assist the Supervisor of Pupil Personnel in the management and operation of the Medical Access billing process; ensure effective and efficient office operations; be an integral part of the IU vision and mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Office Duties and Responsibilities

Ensure effective and efficient office operations by maintaining confidentiality; providing quality work; improve process efficiency; manage phone calls; maintain staff schedules; manage appointments; handle mail and correspondence; maintain file systems; complete and monitor duplication and lamination requests; maintain work area; participate in the work sharing process; assume additional responsibilities; attend office trainings, workshops, and conferences; extend courtesies to staff and visitors; follow IU policies and procedures; be an integral part of the Intermediate Unit's vision and mission by working as a team member, contributing to and achieving department goals, updating supervisor(s) and team members on potential opportunities.

2. ACCESS Program/Medical Assistance Billing

Coordinate and oversee the process of ACCESS medical assistance claim filing for health related education services reimbursement respective to all school age.

3. Data Entry, Verification, Collection, Coordination, Verification, and Auditing of ACCESS Billing Services. Regional Child Accounting.

Verifying, collecting, and coordinating ACCESS information obtained from qualified staff in the provision of services for students. Detention and Treatment Centers, Correctional Facilities and Related Services.

4. Maintenance of Records

Process Pennsylvania School-Based ACCESS files, Monitor and maintain files for contracted Schools for ACCESS billing, coordinate and maintain the central filing system for all programs.

5. Inventory, Supplies, Equipment, and Forms

Replenish forms and general supplies to maintain the Pennsylvania School-Based ACCESS Program, also monitor the need to change the software database to meet the requirements of the Pennsylvania School-Based ACCESS Program and Colonial Intermediate Unit 20 requirements.

OTHER MAJOR DUTIES AND RESPONSIBILITIES:

Perform other job functions as directed by the Supervisor of Pupil Personnel.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor.

TERM OF EMPLOYMENT:

1. Salary and work year to be established by the CIU 20 Board.

In accordance with state and federal law, reasonable accommodations will be considered upon employee request.

June 2011

ACCESS BILLING COORDINATOR

Standards of Performance

The Access Billing Coordinator will report to and be responsible to the Supervisor of Pupil Personnel.

The standards of performance of this position are:

Essential Duties and Responsibilities

1. **Office Duties and Responsibilities**

To ensure effective and efficient office operations by maintaining confidentiality; providing quality work; improve process efficiency; manage phone calls; maintain staff schedules; manage appointments; handle mail and correspondence; maintain file systems; complete and monitor duplication and lamination requests; maintain work area; participate in the work sharing process; assume additional responsibilities; attend office trainings, workshops, and conferences; extend courtesies to staff and visitors; follow IU policies and procedures; be an integral part of the Intermediate Unit's vision and mission by working as a team member, contributing to and achieving department goals, updating supervisor(s) and team members on potential opportunities. (20 points)

2. **ACCESS Program/Medical Assistance Billing**

To coordinate and oversee the process of ACCESS medical assistance claim filing for health related education services reimbursement relative to all school age programs. (30 points)

3. **Verification, Collection, and Coordination of ACCESS Billing Services**

Verifying, collecting, and coordinating ACCESS information obtained from qualified staff in the provision of services for students. (20 points)

4. **Maintenance of Records**

Process Pennsylvania School-Based ACCESS files, monitor and maintain files for Contracted schools for ACCESS billing, coordinate and maintain the central filing system for ACCESS. (10 points)

5. **Inventory, Supplies, Equipment, and Forms**

Replenish forms and general supplies to maintain the Pennsylvania School-Based ACCESS Program, also monitor the need to change the software database to meet the requirements of the Pennsylvania School-Based ACCESS Program and Colonial Intermediate Unit 20 requirements. (10 points)

6. **Other Duties and Responsibilities**

Responsible for all other duties as assigned by the Supervisor of Pupil Personnel Services and including the accomplishment of job goals as determined by Colonial Intermediate Unit 20 departmental plan. (10 points)

ACCESS BILLING COORDINATOR
Standards of Performance
Essential Duties and Responsibilities
Office Duties and Responsibilities

1. Satisfactory performance in respect to Office Duties and Responsibilities will be attained when:
 - 1.1 Confidentiality in job-related matters is understood and never violated.
 - 1.2 Work quality and office efficiency are improved on an on-going basis by requesting and utilizing training in new office technology and techniques. All work is performed in a thorough, neat, accurate and timely manner.
 - 1.3 Telephone calls are courteously managed and accurate and appropriate information is taken and routed to staff.
 - 1.4 Staff schedules, appointments, interview schedules, meeting room reservations/requirements, conference requests and travel arrangements are handled as requested.
 - 1.5 Incoming mail and correspondence is picked up at least once in the morning and once in the afternoon and promptly opened, date stamped, and routed to staff on a daily basis. All mail is reviewed, and urgent and important items are immediately brought to the attention of the appropriate staff member.
 - 1.6 Correspondence and general files are maintained. Duplication and lamination requests are completed and monitored by appropriate timelines as requested.
 - 1.7 Maintenance of the work area is attended to through the care and maintenance of equipment and by keeping the office area in an orderly fashion whereby information can be retrieved.
 - 1.8 Assistance in the work sharing process is provided when requested and on a voluntary basis. Additional responsibilities are willingly assumed as recognized.
 - 1.9 All office trainings, meetings and conferences (internal and external) are attended as requested. CPE Tracker is utilized to enroll in and set-up functions and events as requested by staff. This includes class lists, registration and attendance.
 - 1.10 Courtesy and assistance is extended to all employees, visitors, meeting attendees, and appointments through positive and professional relationships.
 - 1.11 Intermediate Unit policies and procedures are followed.
 - 1.12 Intermediate Unit vision and mission are carried out by participation as a department team member in achieving department goals and advising of potential opportunities or problems.

ACCESS BILLING COORDINATOR
Standards of Performance
Essential Duties and Responsibilities
ACCESS Program/Medical Assistance Billing

2. Satisfactory performance in respect to the ACCESS Program/Medical Assistance Billing will be attained when:
 - 2.1 Medical assistance eligibility of all new and potential students is checked through the Eligibility Verification System (EVS).
 - 2.2 All student demographic information and applicable services are updated in the Access process-tracking database.
 - 2.3 Required documentation (i.e. IEP's, ER's) is submitted for Medical Authorization to the appropriate individuals.
 - 2.4 Required provider documentation is issued to districts to support their respective billing processes.
 - 2.5 Medical assistance claims are processed for all contracting districts per the established timelines.
 - 2.6 Billing notification letters are sent as required.
 - 2.7 Service description slips are forwarded to the billing agency and respective school district with required detail.
 - 2.8 Current status reports for student eligibility is maintained.
 - 2.9 Attendance and active participation in Access Regional Meetings and other related events.
 - 2.10 Attend training sessions to maintain current and best billing practice for Pennsylvania School-Based ACCESS Program.
 - 2.11 Attend four (4) computer training classes provided by Colonial Intermediate Unit 20 technology staff.
 - 2.12 Process and follow-up on un-submitted, rejected, and outstanding claims.

Professional Contributions

3. Satisfactory performance in respect to Verification, Collection, and Coordination of ACCESS Billing Services will be attained when:
 - 3.1 Establish priorities with the Supervisor of Pupil Personnel Services.
 - 3.2 Initiative is taken to update the appropriate staff on a weekly basis on progress, problems, and potential opportunities through submission of work reports, meetings, and e-mail communications.

- 3.3 Due dates for projects and assignments are consistently met.
- 3.4 A willingness and initiative to assume additional responsibilities for ACCESS billing when requested is exhibited.
- 3.5 Implement departmental/program goals and objectives for Pennsylvania School-Based ACCESS program.

Maintenance of Records

- 4. Satisfactory performance in respect to Maintenance of Records will be attained when:
 - 4.1 Central Files for ACCESS are developed for each student referred for Pennsylvania School-Based ACCESS services.
 - 4.2 Files are coordinated for Nurse Practitioner approval.
 - 4.3 Current and specific information is maintained for ACCESS audits.

Inventory, Supplies, Equipment and Forms

- 5. Satisfactory performance in respect to Inventory, Supplies, Equipment and Forms will be attained when:
 - 5.1 ACCESS forms are ordered and replenished to maintain all programs.
 - 5.2 A supply of Colonial Intermediate Unit 20 forms related to the ACCESS program is maintained.
 - 5.3 Current and updated forms for manuals issued to Colonial Intermediate Unit 20 administrative staff are maintained.

Other Duties and Responsibilities

- 6. Satisfactory performance in being responsible for all other duties assigned by the Supervisor of Pupil Personnel Services including the accomplishment of job goals as determined by the Colonial Intermediate Unit 20 departmental plan will be attained when:
 - 6.1 When personnel skills are sufficient to meet specific assignments, the ACCESS Billing Coordinator will be required to assist with meeting identified needs of Colonial Intermediate Unit 20.