

Information Management Assistant III - Third Party Billing Coordinator

Dept/Div: Special Education/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled administrative work reviewing, facilitating, and coordinating the billing of state medical assistance for special education student health related services, maintaining accurate information for a variety of databases, maintaining student and financial files and records, and related work as apparent or assigned. Work is performed under the moderate supervision of the Executive Director of Student Services.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Determines claims submittal eligibility; submits claims from SpEd Forms via MN-ITS every two weeks.

Receives paper Personal Care Assistance (PCA) logs from supervising nurses; confirms data is accurately entered into SpEd Forms by PCA staff; verifies student attendance and non-school days to avoid billing on incorrect dates; finalizes PCA logs.

Verifies students' Medical Assistance (MA) eligibility utilizing the Minnesota Department of Human Services (DHS) MN-ITS web site; enters necessary information into SpEd Forms MA Forms MA Billing setup so student billing can take place.

Checks billing remittance advices on the DHS MN-ITS web site; reviews remittance advice to see if any claims were denied; determines reason for denial and takes appropriate action; uploads remittance data file into SpEd Forms.

Monitors and ensures staff billing entry by the 15th of the following month; maintains spreadsheet tracking staffs' data entry; reminds staff to complete billing if necessary.

Sets up Individualized Education Program (IEP) billing providers in SpEd Forms; sends new instructions at the beginning of the school year with login information, a link to the DHS IEP Manual, and details changes for the new school year.

Submits necessary data to DHS to build billing rates; confirms data going to DHS from the Minnesota Department of Education (MDE) to build rates is accurate by pulling report from the MDE website.

Verifies the student has private insurance for MA/private insurance consents; enters the information into the MA setup in SpEd Forms; checks for statewide denials on the SharePoint webpage; changes MA setup once statewide denial is obtained so claims are submitted.; sends private insurance letter to determine if they will do an individual denial if no statewide denial obtained by May.

Updates spreadsheet of PCA billing students throughout the year; shares information with Licensed School Nurse (LSN) so they know which students they will be supervising PCA services and for determination of who needs an updated time study and Plan of Care.

Updates rates in SpEd Forms when received from DHS; holds claims until rates are updated so that the correct rates are submitted with the claims.

Keeps current on the changes in the IEP Billing program from MDE, DHS, and Sped Forms.

Obtains current IEP from Sped Forms, or program secretaries if not in Sped Forms, and determine if any billable services are provided to the student.

Ensures staff are accurately completing billing activities logs; checks billing dates for weekends and holidays; contacts staff for correction if needed.

Knowledge, Skills and Abilities

Thorough knowledge of the operation of computer hardware and software and of various operating systems relating to student information and billing; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of standard office practices, procedures and equipment; thorough

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knowledge of system modules, processes and procedures; thorough knowledge of relational databases including creation and maintenance; skill operating a personal computer and applicable hardware and software; skill in data entry and records maintenance; skill operating web-based databases and creating reports from the database; ability to research and collect and organize data; ability to understand, interpret, explain, and apply policies and procedures; ability to collect, query, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy; ability to follow oral and written instructions; ability to compute rates, ratios, and percentages; ability to understand and apply governmental accounting practices and record retention in maintenance of financial records; ability to establish and maintains effective working relationships with associates, administrators, parents, state and other governmental personnel, and service providers.

Education and Experience

Associates/Technical degree and considerable experience in clerical, medical and school billing, and database management support work, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel; work requires close vision, ability to adjust focus and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and operating machines; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

None.

Last Revised: 10/19/2021