



Leadership • Collaboration • Support

JOB TITLE: Coordinator, School Health Services Billing

Classified Management Salary Schedule, Range 6

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

The Coordinator, School Health Services Billing is responsible for the oversight of the establishment and maintenance of processes that support, as well as the submission of, billing and claims for school-based health services, including the Community Youth Behavioral Health Initiative (CYBHI) Fee Schedule and other eligible health plans available to Local Educational Agencies (LEAs). This role ensures accurate claim submission, timely reimbursement, compliance with federal, state, and payer requirements, and supports the financial sustainability of school health programs. Provides technical assistance and guidance to LEAs in developing and strengthening the infrastructure needed for effective billing and claims processes, helping districts build long-term capacity for sustainable school health funding.

JOB REQUIREMENTS AND QUALIFICATIONS

Education & Experience:

- Any combination of equivalent to experience and/or education that could provide the required knowledge and abilities would qualify. Typical methods to obtain the required knowledge and abilities would be:
 - Three (3) years of directly related and progressively responsible experience in behavioral health billing and claims.
 - Associate's degree in healthcare administration, business, or related field with two (2) years of experience in behavioral health billing and claims.
- Experience with CYBHI Fee Schedule billing or the Medi-Cal LEA Billing Option Program, strongly preferred.

Knowledge of:

- Insurance claim processes, including Medi-Cal, Medicaid, commercial health plans, and state-funded reimbursement programs.
- LEA health billing compliance requirements.

- Claims resolution, denial management, and revenue reconciliation.
- Billing software, electronic health records (EHR), and commonly used database software.
- Financial and statistical record keeping and reporting practices and techniques.
- Proper internal controls and audit principles and practices.

Ability to:

- Support equitable access to school-based health services.
- Appropriately manage confidential and sensitive student, health, and financial information as required by policy and/or law.
- Establish and maintain effective working relationships.
- Communicate effectively, both orally and in writing.
- Plan, develop, and conduct a variety of presentations, workshops, trainings, and conferences.
- Interpret and apply appropriate laws, rules and regulations.
- Prepare and analyze clear and comprehensive data.
- Read and interpret information necessary to competently perform duties.

ESSENTIAL DUTIES

Evaluate the effectiveness of school-based health plans services reimbursement billing infrastructure for the purposes of identifying opportunities to establish and maximize a sustainable reimbursement pathway to retain behavioral health services rendered by school employees to children and youth covered by Medi-Cal managed care plans, Medi-Cal Fee-for-Service, health care service plans, and disability insurers.

Design and implement workflow, training, coaching, and technical assistance programs for LEAs and community partners related to school-based behavioral health services, including but not limited to, the CYBHI Fee Schedule Program.

Prepare, review, and submit all billing and claims for the CYBHI Fee Schedule, Medi-Cal, and other eligible health plans within established deadlines and guidelines to ensure timely processing. Monitor payer-specific external submission requirements and filing limits, ensuring claims are submitted accurately and on time to avoid denials or lost revenue.

Collaborate with school sites, clinical providers, and administrative staff to obtain documentation necessary for timely claim submission.

Work within the EHR system to design and generate billing and submission reports that support efficient claims processing and reimbursement workflows.

Facilitate and attend a variety of meetings, trainings, learning networks and advisories related to reimbursable services that LEAs have provider agreements with the health plans, not limited to Medi-Cal.

Provide training to LEAs for audit preparation and support in connection with school-based health plan services reimbursement billing.

Communicate with personnel, accounting, payroll and human resources staff, and various outside agencies, including third party vendors, to exchange information and resolve issues and concerns; interact effectively with users to solve problems and advise on best practices for maintaining data to collaborate, troubleshoot, modify, and improve processes, systems, and software.

Ensure all billing, claims, and data-sharing processes comply with federal, state, and payer requirements related to privacy (i.e. Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA)) and security.

LICENSES AND OTHER REQUIREMENTS

- Must possess a valid California driver's license.

SUPERVISION RECEIVED

Employees in this classification receive general supervision within a framework of overall objectives.

SUPERVISION EXERCISED

None.

Work Position (Percentage of Time):

Standing (20%)

Walking (20%)

Sitting (60%)

Body Movement (Frequency):

None (0)

Limited (1)

Occasional (2)

Frequent (3)

Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (3)

Bending (3)

Pushing and/or
Pulling Loads (2)

Reaching
Overhead (2)

Kneeling or
Squatting (3)

Climbing Stairs (2)

Climbing Ladders (0)