

Third Party Billing Specialist  
SPED Forms Administrator

<b>Title of Immediate Supervisor:</b> Director of Special Services	<b>Department:</b> Special Services	<b>FLSA Status:</b> Exempt
<b>Accountable For (Job Titles):</b>		Non-Certified Business Division, Administrators' Association, Pay Class 2

<b>General Summary or Purpose Of Job:</b>
<p>The Third Party Billing Specialist established and maintains Third Party Billing information, forms, processes and files for the purposes of receiving reimbursements for services received.</p> <p>This position is responsible for providing SpEd forms administrative support; maintaining the Special Service Website; maintaining the Google Groups; providing support and maintaining the inventory of the assistive technology for student use. Employees are responsible for highly complex staff support duties, including managing highly sensitive confidential information.</p>

Duty No.	Essential Duties: (These duties and frequencies are a representative sample; position assignments may vary)	Frequency
1.	<p>Establishes and maintains billing rates in conjunction with MDE/MDHS and the ISD-709 Staff.</p> <ul style="list-style-type: none"> <li>• Creates and maintains special education forms in regards to Third Party Billing.</li> <li>• Identify and communicate with nurses on PCA training, PCA time logs, student time studies, and if needed communication with physicians.</li> <li>• Identify and communicate with Special Education service providers and assist with IEP service minutes and supporting documentation providing reminders and monitoring the frequency of billing.</li> <li>• Identify opportunities to expand and increase billing and revenue.</li> </ul>	25% daily
2.	<p>Performs clerical and record keeping functions that involve significant detail, attention to accuracy and precision in performing tasks in relation to Third Party Billing.</p> <ul style="list-style-type: none"> <li>• Prepares and reviews documentation required for Third Party reimbursements <ul style="list-style-type: none"> <li>○ Verify MA eligibility of student on MN using MDHS website</li> <li>○ Review IEP information for all MA eligible special education students to determine qualifying services.</li> <li>○ Supports student file for Third Party Billing inclusive of a signed consent form and a copy of the IEP, eligibility status, time logs, trip logs, etc.</li> <li>○ Creates and maintains eligibility lists for providers. - Research all denials, making changes and resubmitting when possible.</li> </ul> </li> <li>• Prepares a variety of reports, documents and correspondence for the purpose of documenting activities, providing written reference and/or conveying information.</li> </ul>	25% daily

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3.	Processes documents and materials for the purpose of disseminating information, providing documentation delivering services for Third Party Billing Students.	20% daily
4.	Supports providers in understanding program policies/system procedures to support program compliance. <ul style="list-style-type: none"> <li>MA billing support, processing, and communications</li> </ul>	10% daily
5.	Performs Auditing: <ul style="list-style-type: none"> <li>SpEd Forms Audit List</li> <li>Excluded Provider List from MDE</li> </ul>	5% monthly
6.	Assists with functions as related to internal and external MA billing audits.	10% annually
7.	Responsible for Assistive Technology: <ul style="list-style-type: none"> <li>Manage IEP and MA software including installation, setup of relational databases, maintenance and upgrades, and troubleshooting of the software with the assistance of the technology department when needed.</li> <li>Manage the special education equipment database and placement of technology throughout the district including the development and maintenance of a detailed database of equipment purchased with federal funds.</li> <li>Provide technical support to the Assistive Technology staff regarding <ul style="list-style-type: none"> <li>specialized equipment in the AT library,</li> <li>the selection of items and development of processes when new equipment and software is acquired ,</li> <li>installation of equipment and software with the assistance of the technology department when needed.to meet the assistive technology requirements of a student's IEP.</li> </ul> </li> </ul>	10% annually
8.	Attend annual MA trainings, keep abreast of changes in regulations, assist with communication and enforcement for MA billing compliance with state policies and procedures <ul style="list-style-type: none"> <li>Conducts mandatory training sessions and follow-up support for teachers, teaching assistants, transportation providers and service providers participating in the MA billing and documentation requirements. This may include travel to sites across the district.</li> <li>Create and present other special services training as needed.</li> </ul>	As required
9.	Other <ul style="list-style-type: none"> <li>Assist the special education staff with other tasks as assigned including developing various word processing templates to include Assessments Criteria and Individual Health Plans</li> <li>Creates, updates, and maintains the department Google Groups</li> <li>Special Services Website Maintenance and Update</li> </ul>	5% annually
10.	Attend scheduled staff and in-service meetings.	As needed

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**Minimum Qualifications:** (necessary qualifications to gain entry into the job)

**Education/Certification Requirement:**

High School diploma or equivalent required.

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Minimum two (2) year college degree preferred. Related coursework preferred.

Experience with insurance claims or MA billing preferred

Experience in professional development/training preferred

Experience in school district setting preferred

**Knowledge and Ability Requirements:**

Requires knowledge of:

- Google and Google Suite programs
- Knowledge of data management
- Knowledge of office practices
- Proficiency in operating computer hardware and software applications
- Applicable state and federal rules, regulations, policies and procedures
- Ability to communicate to management and vendor personnel regarding technical issues

**Skill Requirements:**

Skilled in:

- Planning, organizing and setting work priorities and working independently without immediate supervision; consideration remote work
- Meeting predetermined deadlines and utilizing flexibility with work and priority shifts.
- Database development and maintenance
- General Clerical
- Ability to effectively analyze and solve a variety of problems in a professional manner.
- Ability to work under pressure and meet assigned deadline
- Excellent human relations skills and the ability to communicate, verbally and in writing effectively present a positive interaction with all stakeholders.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to write technical documentation

**Physical Requirements:** Indicate according to the requirements of the essential duties

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms			X	
Talk and hear				X
<b>Lift &amp; Carry:</b> Up to 10 lbs.		X		
Up to 25 lbs.	X			
Up to 50 lbs.	X			

**General Environmental Conditions:**

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work.

The typical noise level is considered to be moderate.

**General Physical Conditions:**

**Work can be generally characterized as:**

**Light Duty Physical Work:** Daily work is performed either sitting or standing for long periods of time while interacting in a cloud computing environment.

**Vision Requirements:** Check box if relevant

Yes No

No special vision requirements	X	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

**Job Classification History:**

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