



POSITION AVAILABLE

Date Posted: March 12, 2021

Closing Date: April 11, 2021

Position Title:	Fiscal Specialist- Billing/Financial	Reports To:	Business Services Director
Division:	Business Services	Civil Service Status:	Classified
Hourly:	\$16.11	FLSA Status:	Non-Exempt

QUALIFICATIONS: An example of acceptable qualifications:

High school diploma or GED required; Associates or Bachelor's degree in related field preferred. 2 years' Experience in waiver services, accounting and/or bookkeeping required (Associates or Bachelor's degree in related field may be substituted for experience)

LICENSURE OR CERTIFICATION REQUIREMENTS:

None

EMPLOYMENT REQUIREMENTS:

Must pass a medical fitness for duty examination including chemical dependency test; must pass criminal background check; valid driver's license with less than six (6) points on BMV report; must possess and provide proof of current auto insurance coverage pursuant to agency policy; must complete all Public School Works employee training as per Employee Safety Training Guide (may be acquired after employment).

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

In conjunction with the Business Services Director, coordinates all Medicaid billing for WCBDD. This includes, Targeted Case Management (TCM) and Opportunities for Ohioans with Disabilities (OOD) Responsible for collection of data, ensuring claims directly submitted are accurate and technically sound prior to submission. Provides training to staff as assigned by Business Services Director. Monthly calculates efficiency percentages for TCM services and compiles staff productivity/efficiency reports. Tracks all authorizations for billing to Opportunities for Ohioans with Disabilities (OOD), bills for services and tracks revenue for OOD programs. Coordinates third party insurance efforts and monitors Medicaid Eligibility Rate and Medicaid expirations, coordinates patient liability. Coordinates and track locally funded services authorizations and utilizations.

Posts, updates and balances routine financial information; checks, compares and verifies invoices, statements, packing slips and related information, prepares all vouchers for payment at Auditor office. Prepares both WCBDD purchase orders and Warren County purchase orders. Codes expenses by state account code, in house account code and county account code. Enters and verifies expenses in the local system against the county system for accuracy. Creates invoices for billed services/costs. Back up to Fiscal Specialist – Financial for revenue receipts. Tracks and reports locally funded service authorizations. Maintains working file of locally funded invoices and updates PAS within Gatekeeper to reflect funding authorized to be paid from local funds. Adjusts the PAS as changes occur.

Works with private providers to perform contracted provider billing. Gathers documentation, ensures funding is in place via the Payment Authorization for Waiver Services (PAWS), enters data into DODD MBS, creates billing file, tracks billings and revenue, reviews and corrects any error codes received, and submits spreadsheet with information of payment and dates to provider.

Acts as backup for Title XX billing. Coordinates all Title XX documentation and claim preparation in a timely manner and in accordance with the board sub-recipient contract with Ohio Department of Developmental Disabilities. Researches data, gathers statistical information, and prepares reports pertaining to Board Title XX eligible recipients. Maintain eligibility redetermination and initial applications as well as all billing which substantiates quarterly claims. Maintains all data and works with the Business Services Director to ensure program is compliant in all facets. Provides training to staff as assigned by business services director.

Supports Waiver Services staff in completion of duties which may include but not limited to, filing, PAWS entry into Gatekeeper system, tracking forms, and compilation of reports. Assists in maintaining the Gatekeeper databases for WCBDD. This is to include all data information and updating of all client and vendor information utilized by the Board. Enters all agency exits into DD databases. Completes RMTS as selected by DODD in an accurate and timely manner.

Provides support to the Business Services Director, patient liability letters and other administrative duties as assigned.

Performs other related duties as required or assigned.

APPLICATION PROCEDURE:

Submit an application for employment to:

[Click Here](#)

Warren County Board of Developmental Disabilities
42 Kings Way
Lebanon, Ohio 45036

www.warrencountydd.org

E-Mail: employment@warrencountydd.org