



Agenda Submittal

Agenda #:		Status:	Agenda Ready
Type:	CSC-Document	Department:	Civil Service Commission
File #:	CSC 20-0010	Contact:	Nancy Huston, 784-6107/ Kim Young, 784-6119
Agenda date:	5/13/2020	Final action:	
Title:	Establish the Medical Billing Supervisor classification specification		

Governing body: Civil Service Commission

District:

Attachments: 1. Medical Billing Supervisor Draft

Date	Ver.	Action By	Action	Result
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HUMAN RESOURCES' RECOMMENDATION

The Department of Human Resources recommends the Civil Service Commission establish the classification specification of Medical Billing Supervisor.

SUMMARY

The Interim Director of Human Resources recommends establishing the classification of Medical Billing Supervisor, with the principal responsibility to plan, organize and supervise the medical insurance billing functions and accounting/clerical staff for the Department of Health & Social Services' Medical Billing Unit.

DISCUSSION

The Medical Billing Supervisor classification is created in response to the Board of Supervisors addition of the position as part of the adopted budget.

The Medical Billing Supervisor will, under general direction and with independent judgment, plan, organize and supervise the medical insurance billing functions and accounting/clerical staff for the Department of Health and Social Services' Medical Billing Unit. The Medical Billing Supervisor will assist in developing, implementing and maintaining the department-specific patient accounting and billing systems and serve as the electronic health record billing liaison between the County and the State. Additionally, the Medical Billing Supervisor will resolve technical billing problems in coordination with the claim management system and clearing house provider. The Medical Billing Supervisor will supervise three or more accounting and/or clerical staff performing medical insurance billing and coding activities. Supervision is provided by the next higher level supervisory and/or management position.

Attached is a copy of the proposed new class specification for Medical Billing Supervisor.

ALTERNATIVES

The Civil Service Commission could elect not to approve the proposed class specification; however, this is not recommended as the Board of Supervisors has authorized a department-specific medical billing supervisory position and the creation of this classification specification meets the County's needs.

OTHER AGENCY INVOLVEMENT

Human Resources worked with staff from the Risk Management Division and the Health and Social Services Department in creating the class specification. On March 3, 2020, the County notified all recognized employee organizations of the County's intent to establish the new classification. SEIU did not respond to the County's invitation to meet and confer.

Exhibits:

A. Proposed Class Specification: Medical Billing Supervisor