

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
COUNTYWIDE RESOURCE MANAGEMENT**

TRANSFER OPPORTUNITY

Patient Financial Services Worker

The goals of this program are to encourage, facilitate, and maximize improvement of the quality of psychiatric care at Countywide Resource Management (CRM) and other various levels of care to improve accountability and accessibility in a manner that ensures appropriate placement and use of services within the system of care. CRM is also responsible for the development of new and innovative ways of delivering care in residential settings for individuals diagnosed with severe and persistent mental illnesses who are requiring residential services. The Patient Financial Services Worker is part of a multidisciplinary team that includes a supervising psychiatric social worker, a psychiatrist, mental health R.N., psychiatric social workers, case managers, and support staff. This position does not have any direct client contact, and consists of a 5/40 schedule Monday – Friday from either 8-4:30pm or 8:30-5pm. This position is located at the address listed below.

Primary duties and responsibilities of this role include:

- Determining if clients referred to CRM contracted providers meet eligibility for reimbursement;
- Screening Medi-Cal eligible referrals for different levels of coverage;
- Interpreting various Medi-Cal eligibility codes for referrals to determine specific coverage
- Reviewing client files for completed Payor Financial Information and appropriate billing in the IS;
- Screening for open and closed episodes on the Information System (IS) to be included in the charts;
- Entering Units of Service billing after verification of benefits and verifying various funding sources;
- Collecting benefit information and for CRM information systems;
- Providing administrative support to the supervisors and management including opening and closing charts and managing database to track open and closed cases utilizing Excel;
- Reconciling unbilled Medi-Cal claims for all programs under Countywide Resource Management;
- Identifying any other billable resources for each CRM referral
- Attending meetings related to Healthy Way LA;
- Consulting with Revenue Management Division to troubleshoot issues as they arise;
- Identifying coding issues on Community Outreach Services and Unit of Services and bringing them to the attention of management.

Interested individuals holding payroll title to the above position are encouraged to FAX their resume, last two (2) Performance Evaluations and last two (2) years of master time records to **Arfaye Parker** by **Friday, August 30, 2013**:

**Jacqueline Yu, LCSW
Mental Health Clinical Program Head
Countywide Resource Management
1925 Daly Street, 2nd Floor
Los Angeles, CA 90031
FAX: (323) 223-8380**

or

email: Arfaye Parker at aparker@dmh.lacounty.gov