



**Budget Augmentations/Reallocations
Request to Classify Form
FY 2017-2018**

Instructions: Please submit the Request to Classify Form for each new position or reallocation of an existing position by February 12, 2017. Submit the form to Esmeralda Rodriguez, Personnel Analyst in the Human Resources Department. Human Resources will notify you regarding the status of your request or if additional information is necessary. **A current and proposed organizational chart must be included with each request.**

Department/Division: Monterey County Sheriff / Fiscal

Budget Unit Number: 8224 Fiscal

Request for: ☐ New Allocation – to be determined

☒ Reallocation of Existing Position – Sr. Accounting Clerk X Position is
vacant

Position Status Maintenance Code (PSTS) for Position Status Maintenance Transaction (PSMT) (see attached listing to identify appropriate code): RAR-V

Department Contact for Information: Name: Hye-Weon Kim, Finance Manager

Phone: Ext. 3749

Estimated % of total time spent on task/duty	DESCRIPTION OF TASKS/DUTIES TO BE PERFORMED Use a separate paragraph for each task or duty. Attach additional sheets as necessary. <u>Do not</u> include verbiage directly from the job description.
60%	Processes all medical billings; prepares and verifies all services and payments under the Medical Services Contract, including but not limited to, verifying inmate was in custody at time of medical service, incident and booking number; sending medical invoices to cost-to-charge review provider for additional review and discounts; sending rejection notices to providers for invalid charges; and ensuring MCSO does not violate HIPAA regulations when communicating with other entities and payment processing. Completes all claiming information, reports and disbursements for the Medi-Cal County Inmate Program (MCIP).
15%	Coordinates with corrections staff, accounting staff and Sr. staff to secure data necessary to compile reports; ensures medical co pays are promptly posted, completes time study reports for MAA funding if available.

Continued on next page

10%	Under direction of Senior accounting staff, prepares monthly, quarterly and annual statistical and financial reports necessary to monitor the MCIP, and Medi Cal Claiming.
15%	Other accounts payable duties as needed such as reviews, prepares and processes vendor invoices for payment, assists in the opening/closing of the fiscal year, purchasing and vendor permits.

JUSTIFICATION FOR REQUEST:

The current contract for inmates' health services with California Forensic Medical Group (CFMG) includes a clause that CFMG would pay up to \$15,000 per each inmate's medical episode and costs beyond the first \$15,000 would be the County's responsibility. The County and CFMG are working on a new contract and one of the changes is to remove the \$15,000 cap so the County could be the primary payor. This move will permit the County to submit for Medi-Cal reimbursement for all inmate hospital stays in excess of 24-hours. This will help minimize the potential for high dollar medical claims once the State begins paying Medi-Cal claims for inmates. It also means that small amount medical bills, under \$15,000, now need to be processed by the County.

This position will review and prepare for payment all medical payments made by the Monterey County Sheriff's Office (MCSO). The existing MCSO workload has increased significantly on this, due to contract renegotiations. The position is charged with maximizing jail co pay revenues, and providing the statistical reporting level of accountability requested by the CAO to evaluate the success of all programs listed above. The Medi-Cal for County Inmates (MCIP) will become active for Monterey County, upon signing of the new CFMG contract. This program covers inpatient prisoner stays anticipated to be 24 hours or more for those meeting criterion. MCSO will now be able to have providers bill directly to Medi-Cal, and get paid by Medi-Cal, versus having MCSO's contracted medical provider or MCSO pay these bills in primary position. The program offers substantial savings for MCSO/County/Health by generation of MCIP funding, savings due to renegotiation of medical service contract costs, and reduction/redirection of Short Doyle Medi Cal funding. The position will require the ability to read and decipher hospital billings (UB-04) and professional Services billings (HCFA 1500) and have generalized knowledge of Medi Cal eligibility, billing processes and time frames for billing.

Is there any other position(s) within the department performing in a similar capacity assigned comparable duties to this position?

No Yes (If yes, what is/are the job title(s) of the other position(s)?)

Accounting Technicians in Payroll and in A/R/Procurement

Please attach a copy of the current and proposed organizational chart depicting the proposed position.

Steve Be
Department Head Signature

11/14/2017
Date

Departmental HR Analyst: Lynn R. Ahl Date: 11/13/17
Class Recommendation: Accounting Technician Class Code: 80J30

FOR CENTRAL HUMAN RESOURCES DEPARTMENT USE ONLY:

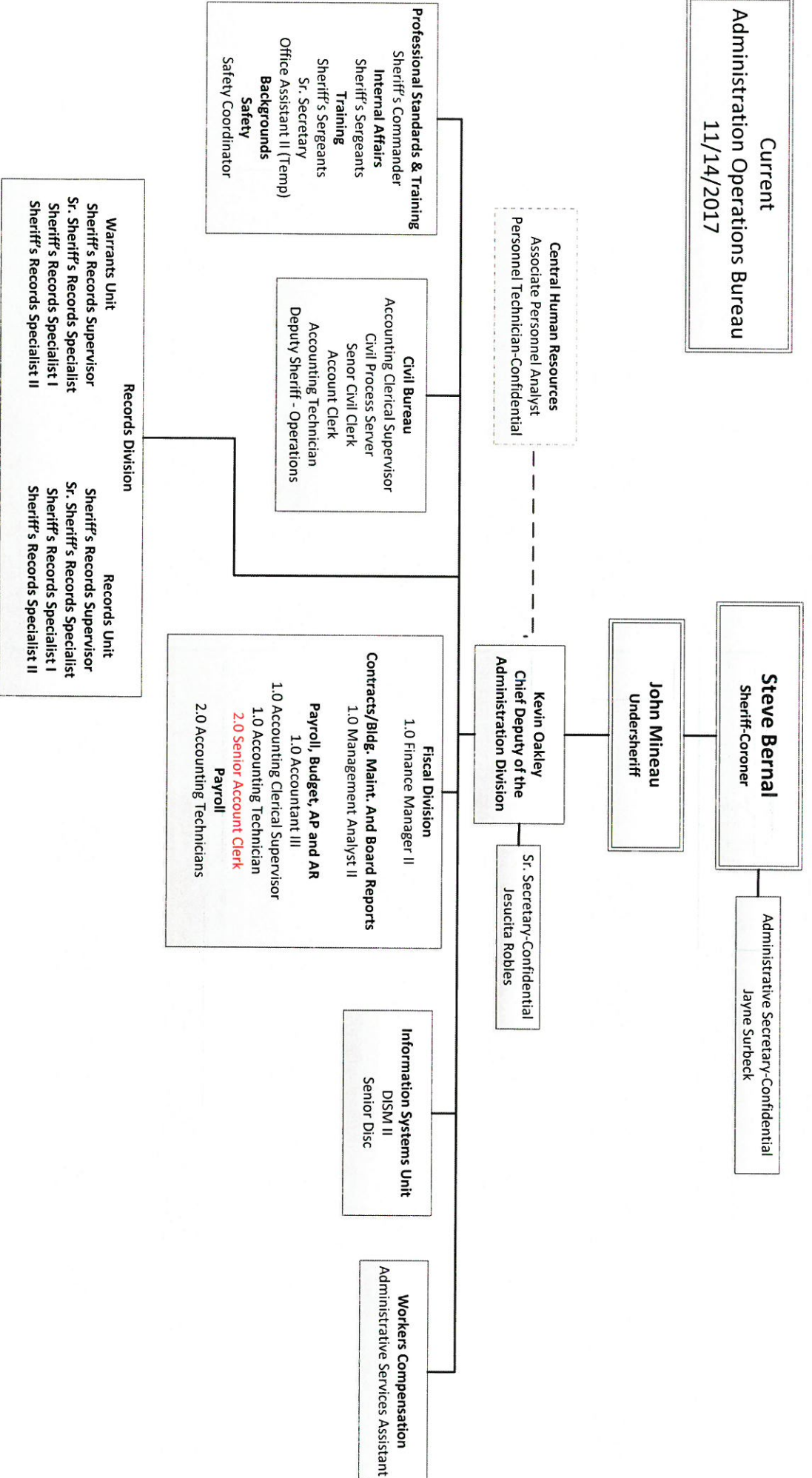
Approved Class Title: Accounting Technician Class Code: 80J30
HRD Classification Analyst: Amey Rodriguez Date: 11/29/17

Distribution of Central HR Job Class Determination:

Requesting Department Head
Departmental HR Analyst

Ebby Johnson/CAO Budget Analyst
County Administrative Office

Current
Administration Operations Bureau
11/14/2017



PROPOSED
Administration Operations Bureau
11/14/2017

