Administrative Consultant Training Topics

1. Finance & Billing Principles for Local Health Departments  
   a. Consolidated Agreement and Program Agreement Addenda  
   b. Budget Preparation, Maintenance of Effort and Reports  
   c. Time Equivalencies for Aid to Counties (ATC)  
   d. ATC Preparation and Reporting  
   e. Fiscal/Administrative Policies and Procedures Development  
   f. Administrative Monitoring  
   g. Patient Fee and Eligibility Policy  
   h. Payment Schedules, Service Denials, Arrangements for Payment  
   i. Managing Accounts Receivables

2. Coding & Billing Document Webinar Series  
   Held quarterly the month following publication of updated document. For example, document is published in September, webinars are held in October.


4. Medicaid Transformation (updated as new information is received)

5. One-on-one Orientation and Training for new Finance Officers, Billing Supervisors, Health Directors, or any staff as requested by the local agency  
   a. Training topics vary depending on position and agency

6. Customer Service

7. Presentations to Boards of Commissioners, Boards of Health, or agency staff as requested by the local agency  
   a. Interpretation of applicable state statutes as well as program regulations, rules, and requirements  
   b. Eligibility/Fees/Accounts Receivable processes  
   c. Budgeting and appropriate expenditure of federal, state, local, third-party, and first-party receipts in Accordance with the Local Government Fiscal Control Act  
   d. Additional training topics depending on agency need

8. Custom trainings as requested