

Health Services Manager

1. Coordinates program and service activities with administrative and medical staff of the agency and outside service providers. (6 – Health related Referral, Monitoring and Coordination)
2. Collaborates with case managers to discuss individual clients' needs and barriers to receipt of services, including health and Medi-Cal services. Discusses referral options (including Medi-Cal eligibility and services). (4 – Health related Outreach) (6 – Health related Referral, Monitoring and Coordination)
3. Collaborates with agency and outside agency staff by engaging in program planning and policy development activities to enhance and expand health services, including Medi-Cal services to meet client and family needs. (16 & 18 – Health related Program Planning and Policy Development)
4. Coordinates program and service activities with administrative and medical staff of the agency and outside service providers. (16 & 18 – Health related Program Planning and Policy Development)
5. Assists to administer MAA claiming, including development of claim plans, overseeing time survey and invoice process. (19)
6. Assists with administrative aspects of the MAA claiming process. (19)
7. Attends training related to the performance of MAA. (19)
8. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (19)

Employee Signature (please sign in blue ink)

Date

Employee Name (Printed)