

Receptionist

1. Answers questions about organization and provides callers with address, directions, and other information. (4)
2. Provide Health Outreach, Information and Referral Activities, in order to ensure the health and well-being of the population we serve. (4,6)
3. Knowledgeable information about basic health and Medi-Cal benefit information. (4)
4. Outreach activities may include information about local health and Medi- Cal services that will benefit individuals and families in order to allow them to lead healthy and productive lives. (4)
5. Explain benefits derived from accessing local health, mental health and substance abuse services and encourage/assist individuals/families to utilize these services. (4)
6. Maintains updated information packets with most current articles. (4)
7. Performs other clerical duties as needed, such as filing, photocopying, and collating. (4)
8. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
9. Coordinates Medi-Cal covered health services for a client. (6)
10. Coordinate and monitor transportation, if client has a physical or mental limitation to Medi-Cal covered health services to meet their identified needs. (6)
11. Assists individuals and families with aspects of the Medi-Cal application process. (8)
12. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
13. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)