

Health Services Manager

1. Coordinates program and service activities with administrative and medical staff of the agency and outside service providers. (6)
 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, 6)
 3. Oversees and assists individuals and families with aspects of the Medi-Cal application process. (8)
 4. 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. (15, 17)
 5. Coordinates program and service activities with administrative and medical staff of the agency and outside service providers. (15, 17,)
1. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
 2. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (Printed)