

Clinic Nurse

1. Assists with clinic operations by monitoring clinic flow, by maintaining and checking charts and records, and by making referrals and follow-up appointments. (4, 6) *
2. Coordinates with other agency divisions to schedule tests and other services (4, 6)
3. Answers patient's questions about procedures, diseases, and medical care concerns.
4. Provides informational literature and educates patient on medical care, health issues and need for follow-up. (6)
5. Coordinates the blood pressure clinic, and the pre-employment and base line physical examination program. (6)
6. May serve as a consultant for nursing issues to staff. (6)
7. In the public health assignment, provides nursing services in specialized clinics, conducts epidemiological investigations of communicable diseases, makes home visits to clients with health risks, makes health care assessments, consults with physicians (6), counsel's clients and their families concerning sensitive health care issues, develops care plans (6), acts as a patient advocate.
8. May act in the triage role in general medical clinic which includes scheduling work, prioritizing cases, making complex referrals (4), providing test results and problem-solving complex cases.
9. Conducts outreach to high risk, high need populations to provide information about services offered by Medi-Cal, and directs clients to application and eligibility staff for eligibility determination. (4)
10. Coordinating Medi-Cal covered health services for a client. (6)
11. Assists individuals and families with aspects of the Medi-Cal application process. (8)
12. Coordinates and monitors transportation if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6)
13. Develops and maintains contracts with various entities, including those related to health and Medi-Cal program services. (12, 13)

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14. Works with community and government agencies to identify and fill gaps in health and Medi-Cal services by collaborating and planning for clients and families in need of such services. (15, 16, 17, 18)
15. Collaborates with agency and outside agency staff by engaging in program planning and policy activities to enhance and expand health services, including Medi-Cal services to meet the needs of clients and families. (15, 16, 17, 18)
16. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
17. Attends training related to the performance of MAA. (20)

*This position is not in the clinic budget and costs are not included in a billable rate.

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)