

Medical Assistant

1. Request, collect and follow up from medical and other institutions medical and treatment records such as diagnosis and discharge and neonatal information, and documenting this information. (6)
2. Work closely and communicate clearly with other Center staff and referral resources to provide quality patient care. (6)
3. Complete all documentation in an accurate and timely manner. Help facilitate Medi Cal Application (8)
4. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
5. Attends training related to the performance of MAA. (20)

Employee Signature (Please sign in blue ink)

Date

Employee Name (Printed)