

Health Services Manager

1. Conducts outreach to ensure community awareness of the program and Medi-Cal eligible services. (4 – Health related Outreach)
2. Review, evaluate and coordinate medical and financial case management. (6 – Health related Referral, Monitoring and coordination)
3. Review medical reports and determine eligibility or consults with State experts on the most difficult and complex cases. (6 – Health related Referral, Monitoring and coordination)
4. Prepare grant applications and administer grant funded and contracted programs and services. (12 & 13 - Health related Contract Administration)
5. Reviews legislation in assigned program areas and makes recommendations. (15 & 17 – Health related Program Planning and Policy Development)
6. Provides consultation and assistance to subordinates and makes decisions on difficult health and case management problem. (15 & 17 – Health related Program Planning and Policy Development)
7. Develops and maintains standards of care. (15 & 17 – Health related Program Planning and Policy Development)
8. Provides liaison with other agencies, organizations, consumer groups, and hospitals; coordinates community meetings, staff meetings and conferences, including Medi-Cal Administrative Activities. (19)
9. Assists to administer MAA claiming, including development of claim plans, overseeing time survey and invoice process. (19)
10. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (19)
11. Attends training related to the performance of MAA. (19)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)