

### **Director of Finance and Administration**

1. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
2. Coordinates Medi-Cal covered health services for a client. (6)
3. Coordinate and monitor transportation for if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6)
4. Assists individuals and families with aspects of the Medi-Cal application process. (8)
5. Prepares proposals for expansion and enhancement of health and Medi-Cal services to clients and families based on intra and interagency coordination and collaboration. (15,17)
6. Assist in the MAA billing process. (19)
7. Assists to implement and oversee Medi-Cal Administrative Activities claiming process. (19)
8. Assists with administrative aspects of the MAA claiming process. (19)
9. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (19)
10. Attends training related to the performance of MAA. (19)

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Employee Signature (please sign in blue ink)

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Date

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Employee Name (printed)