

### **PH Investigator/Sr. PH Investigator**

1. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
2. Obtains referrals/reports from providers. (6)
3. Locates persons whose treatment is incomplete and endeavors to secure their further examination or treatment. (6)
4. Coordinates Medi-Cal covered health services for a client. (6)
5. Coordinates and monitors transportation if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6)
6. Assists individuals and families with aspects of the Medi-Cal application process. (8)
7. 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)
8. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
9. Attends training related to the performance of MAA. (20)

#### **Senior level:**

10. Coordinates referrals and follow-up. (6)
11. Provides consultation to physicians and clinics regarding sexually transmitted diagnoses, treatment and follow-up. (6)
12. Develops procedures for new programs. (15,17)
13. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
14. Coordinates Medi-Cal covered health services for a client. (6)
15. Coordinates and monitors transportation if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6)
16. Assists individuals and families with aspects of the Medi-Cal application process. (8)

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17. 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)
18. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
19. Attends training related to the performance of MAA. (20)

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Employee Signature (please sign in blue ink)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (printed)