

Public Health Nurse

1. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
2. Provides consultation for difficult and complex cases. (6)
3. Serves as an internal consultant or resource person. (6)
4. Serves as a case manager for medically high-risk clients. (6)
5. Coordinates Medi-Cal covered health services for a client. (6)
6. Coordinate and monitor transportation if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6)
7. May plan, coordinate, supervise and evaluate programs for special populations. (6)
8. Assists individuals and families with aspects of the Medi-Cal application process. (8)
9. May prepare and monitor grant funded or contract programs and services. (12,13)
10. Develops policies and procedures for communicable disease investigation and follow-up. (15,16, 17, 18)
11. Assists in grant or demonstration project preparation, implementation and evaluation. (15,16, 17, 18)
12. Assists in the preparation and/or prepares procedure manuals, forms, instructional materials, surveys and questionnaires. (15,16, 17, 18)
13. 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, 16, 17, 18)
14. Assists with fiscal aspects of the MAA claiming process, including development of fiscal data to support claims. (19)
15. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (19,20)
16. Attends training related to the performance of MAA. (19,20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)