

Patient Advocate
***(CU Coordinator)**

1. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4 – Health related Outreach)
2. Coordinating Medi-Cal covered health services for a client. (6 – Health related Referral, Monitoring and Coordination)
3. Coordinate and monitor transportation if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6 – Health related Referral, Monitoring and Coordination)
4. Assists individuals and families with aspects of the Medi-Cal application process. (8 – Medi-Cal application)
5. Preparing data reports and needs assessments for the purpose of developing strategies to increase Medi-Cal capacity and close Medi-Cal service gaps. (15 & 17 Program Planning and Development)
6. Preparing 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 Program Planning and Development)
7. Provides liaison with other agencies, organizations, consumer groups, and hospitals; coordinates community meetings, staff meetings and conferences, including Medi-Cal Administrative Activities. (19*)
8. Assists to administer MAA claiming, including development of claim plans, overseeing time survey process. (19*)
9. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (19*)
10. Attends training related to the performance of MAA. (19*)
11. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
12. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (Printed)