

Program Coordinator

1. Ensure that Medi-Cal information, brochures and applications are available for clients and applicants. (4)
2. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
3. Coordinates Medi-Cal covered health services for a client. (6)
4. Coordinate and monitor transportation if client has a physical or mental limitation to Medi-Cal covered health services to meet their identified needs. (6)
5. Assists individuals and families with aspects of the Medi-Cal application process. (8)
6. 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)
7. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
8. Attends training related to the performance of MAA. (20)

Employee Signature (Please sign in blue ink)

Date

Employee Name (Printed)