Medical Assistant

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 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. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)

6. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink) ___________________________ Date ________________

Employee Name (printed) ___________________________