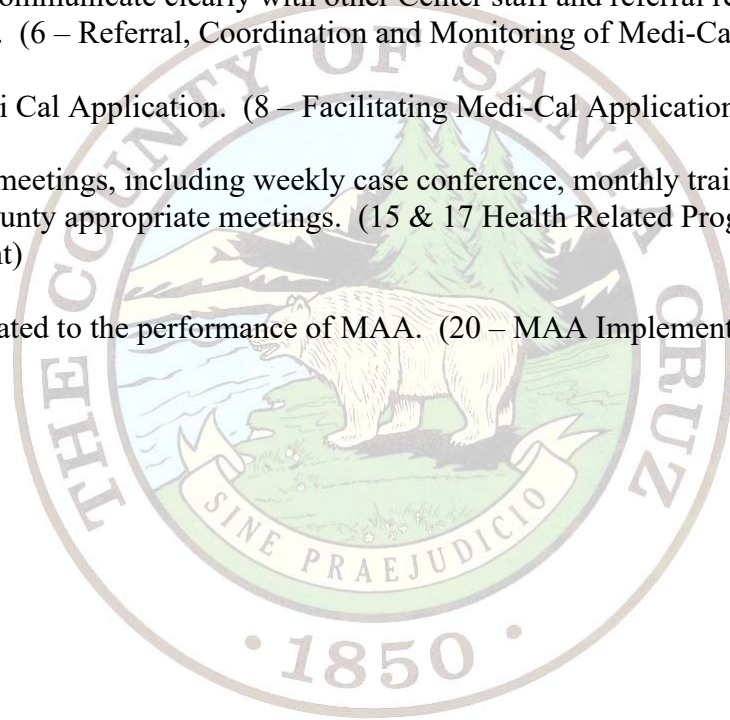


Medical Assistant

1. Develop and maintain comprehensive knowledge of community resources (4 – Health related Outreach)
2. Request, collect and follow up from medical and other institutions medical and treatment records such as diagnosis and discharge and neonatal information, and documenting this information. (6 – Referral, Coordination and Monitoring of Medi-Cal Services)
3. Work closely and communicate clearly with other Center staff and referral resources to provide quality patient care. (6 – Referral, Coordination and Monitoring of Medi-Cal Services)
4. Help facilitate Medi Cal Application. (8 – Facilitating Medi-Cal Application)
5. Participate in staff meetings, including weekly case conference, monthly trainings (both on-site and off-site) and county appropriate meetings. (15 & 17 Health Related Program Planning and Policy Development)
6. Attends training related to the performance of MAA. (20 – MAA Implementation Training)



Employee Signature (Please sign in blue ink)

Date

Employee Name (Printed)