

Public Health Nurse

1. Informs clients about medical care resources available to provide diagnosis and/or care for medical conditions. (4)
2. Informs clients about benefits available for covering costs of medical care, including the Medi-Cal program. Maintains public information phone line and walk-up client services window to help clients to obtain services and to refer them to Medi-Cal eligibility offices. (4)
3. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
4. Assist client to comply with direction of the medical provider through explanations, arrangements for medical appointments (4), help in obtaining pharmaceuticals, help in adhering to medication schedules, supplies, teaching and practical support for self-care, and any environmental modifications needed for place of shelter, work or school.
5. Coordinates Medi-Cal covered health services for a client. (6)
6. Provides case management services to homeless adults, youth and families, following established program guidelines and nursing standards of practice; participates in interagency case conferences pertaining to clients open to case management. (6)
7. Assists case managed clients who appear eligible for Medi-Cal with the applications process by explanation, transportation (to eligibility), and help in completing the application requirements. Assists clients with existing Medi-Cal coverage to access medical care promptly. (4, 8)
8. Assists individuals and families with aspects of the Medi-Cal application process. (8)
9. Collaborates with other HSA divisions and outside agencies to identify gaps in health services continuum and to develop strategies to fill gaps and enhance services and service delivery. (15, 16, 17, 18)
10. Prepares data reports and needs assessments for the purpose of developing strategies to increase Medi-Cal capacity and close Medi-Cal service gaps. (15, 16, 17, 18)
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)