

### **Administrative Aide**

1. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
2. Discusses work in progress and preliminary findings frequently. (6)
3. Coordinates Medi-Cal covered health services for a client. (6)
4. Coordinate and monitor client insurance status to ensure Medi-Cal eligibly for service. (6)
5. Gathers and analyzes information which may include services, procedures, operations, budgets or space problems and develops alternatives and methods of implementation as well as the effects and costs of proposed solutions. (15,17)
6. Assists with administrative aspects of the MAA claiming process. (20)
7. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
8. Attends training related to the performance of MAA. (20)

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Employee Signature (please sign in blue ink)

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Date

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Employee Name (Printed)