

Health Client Benefits Representative

1. Interviews high risk clients to obtain, clarify and verify a wide variety of information related to initial and continued eligibility for SSI/Medi-Cal. (8)
2. Assists clients in obtaining appropriate SSI/Medi-Cal eligibility documents, which includes contacting family members, obtaining hospital and other medical records, work history and financial history. (8)
3. Assists clients to complete complicated applications for SSI/Medi-Cal benefits. (8)
4. Reviews applications for SSI/Medi-Cal benefits to ensure completeness and compliance with program requirements. (8)
5. Works with Social Security Administration and Medi-Cal Eligibility Administration to become knowledgeable in Medi-Cal benefit eligibility requirements and acts as an advocate for clients with Social Security/Medi-Cal eligibility staff. (8)
6. Explains SSI/Medi-Cal program benefit regulations to clients, their families and other health staff persons. (8)
7. Assists clients in filing for administrative appeals regarding entitlement to benefits and advocates for them throughout the appeal process, as necessary.
8. Makes referrals to eligibility specialists to assist them with their applications for SSI/Medi-Cal benefits. (8)
9. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
10. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)