



**Office Staff
Job Specific Narratives**

Code 4 ~ see generic narratives

- I called parent and referred student to Physician for initial health evaluation.
- I provided initial Medi-Cal Outreach Resources to new student's family.
- I copied and distributed flyers to students that had a list of local health clinics that accept Medi-Cal.

Code 6 ~ see generic narratives

- I explained Medi-Cal/Healthy Families eligibility rules and process for prospective applicants.
- I mailed to the Medi-Cal Office parent request forms for M/C applications and requesting more information about how to enroll in Medi-Cal/Healthy Families programs.

Code 8 ~ see generic narratives

- I worked with School Nurse to ensure the delivery of M/C covered health services of students in accordance with their medical services provided in the IEP.
- I spent time with the Psychologist, coordinating student mental health counseling appointments and coordinating with staff.
- I gathered mental health information from past school staff and provided to Nurse for continuation of M/C services.
- After the IEP meeting, I arranged for a student's mental health counseling services with the Mental Health Counselor.

Code 10 ~

- After the IEP, I worked with the Administrator to schedule transportation of student to M/C covered P.T. services off campus.
- I arranged for the school district to transport student to dental appointment.

Code 12 ~ see generic narratives

- I arranged for a translator to attend the meeting to discuss with parent, student's mental health referral.

Code 14 ~ see generic narratives- Only employees whose position description explicitly includes program planning, policy development and interagency coordination should use this code.

Code 15 ~ must be the MAA Coordinator to use this code

- As the district MAA Coordinator, I reviewed MAA sample Narratives

Code 16 ~ see generic narratives



Note: referrals related to general first aide and calls made for ill students are not reimbursable under code 4.