

Intermediate Typist Clerk General Desk Guidelines Health Care for Children in Foster Care (HCPCFC)

Processing PMA

1. Receive PMA
 2. Verify if the form reflects the updated CSW and SCSW by conducting a CWS/CMS search.
 3. Review CWS/CMS to determine if previously entered. If not yet entered,
 - Link Service Provider to child,
 - Enter Contact and Associated Services; and sign by entering your first name initial, last name and title.
 - Stamp "Entered in CWS/CMS", initial and date the form.
 4. Forward PMA to assigned nurse.
 5. Record the number of received and processed PMAs in the monthly activity log.
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Processing F-rates

1. Receive F-Rate request from PHN
 2. Conduct CWS/CMS search and notate the following data on the document: case ID, CSW, and SCSW names and phone numbers.
 3. Forward F-rate to assigned nurse.
 4. Record the number of received and processed F-Rate alerts in the monthly activity log.
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Maintaining and updating hospitalized children log

1. Receive the Hospitalized Children's Log bi-weekly from PHNS.
2. Receive the Hospitalized Children's Log weekly from PHN.

3. Verify if the Log reflects the updated CSW, SCSW and PHN by conducting CWS/CMS search.
4. Maintain updated hospital log with information received weekly from PHNs and send updated log to PHNS in am of every 2nd & 4th Wednesday of the month for review.

Processing 561's

1. Receive 561's
 2. Conduct CWS/CMS search to identify the assigned PHN
 3. Notate on 561a (and 1b&c when applicable) the following data: case ID, file number, service component, CSW and SCSW name and their phone numbers.
 4. Review CWS/CMS to determine if the 561a was previously entered and indicate on the form
 5. If determined that 561a (and 561b or c when applicable) not yet entered,
 - 5 Link Service Provider to child,
 - 6 Enter Contact and Associated Services; and sign by entering your first name initial, last name and title.
 - 7 Update Health Notebook,
 - 8 Initial and date the form.
 6. Forward 561 to assigned nurse
 7. Record the number of received/processed 561's documents in the monthly activity log.
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Processing Mileage, Parking and Expense Claims

1. Receive mileage claim from nurse.
 2. Submit to supervisor for approval & signature.
 3. Submit original to Mileage Unit.
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E-Caps proxy

1. Proxy employees time card on e-caps when requested by PHNS.
 2. Notify PHNS when time card proxy is completed
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Other duties

1. Collect and review PHN time studies for completeness and submit to PHNS for approval
2. Assist and schedule coordination of staff trainings.
3. Maintain a log of current RN licenses for all PHN in foster care and forwards a copy to PHNS & Hector Guerrero
4. Assist PHNS by sending reminders to PHNs of PE due dates and collecting information from PHNs to complete PEs. Having attachments for PE ready for PHNS