

Duty Statement

Health Clerk

1. Provides a variety of health services to students at an assigned school site; screens and evaluates medical conditions of students, takes temperatures, administers minor first aid to ill and injured children. (Code 2)
2. Distributes consent forms and assists parents with related forms. (Code 2)
3. Reviews, maintains, and files health related records. (Code 2)
4. Develops medical referral sources, such as directories of Medi-Cal providers who will provide Medi-Cal services. (Code 4)
5. Notifies parents, guardians, emergency personnel and other authorized persons when children need to be sent home or to the hospital. (Code 2)
6. Arranges for or provides translation services (oral, written or signing) that assist the individual to access and understand necessary care or treatment covered by Medi-Cal. (Code 12)
7. Maintains log of students coming into the health office and leaving campus. (Code 2)
8. Maintains the health office in a clean, orderly and safe condition, and maintains inventory and orders first aid supplies, as necessary. (Code 2)
9. Compiles data for reports of site health issues including results on screenings, accident reports, immunization records and physical examination records. (Code 2)
10. Prepares a list of students with health problems and students exempt from participating in physical education. (Code 2)
11. Explains Medi-Cal/Healthy Families eligibility rules and the Medi-Cal/Healthy Families eligibility process to prospective applicants. (Code 6)
12. Schedules or arranges transportation to Medi-Cal covered services. (Code 10)
13. Makes referrals for and/or coordinates medical or physical examinations and necessary medical/mental health evaluations. (Codes 4, 8)
14. Administers prescribed medications according to physician instructions and established District procedures as directed, and maintains related records. (Code 2)
15. Assists in coordinating mandated health screenings such as vision and hearing, schedules screenings, sets up screening areas, and prepares related packets. (Code 2)
16. Screens students for lice and other health conditions, and notifies appropriate personnel and parents of health conditions required. (Code 2)

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17. Refers students for necessary medical or mental health services covered by Medi-Cal. (Codes 4, 8)
18. Informs children and their families on how to effectively access, use, and maintain participation in all health resources under the federal Medi-Cal/Healthy Families program. (Code 4)
19. Assists in the identification of children who could benefit from the health services provided by Medi-Cal as part of a Medi-Cal/Healthy Families outreach campaign. (Code 4)
20. Operates a variety of office equipment including a computer. (Code 1)
21. Prepares and stocks classroom medical kits. (Code 2)
22. Attends meetings and conferences involving MAA Administration. Completes quarterly time survey to capture MAA activities. (Code 15)
23. Attending or facilitating school or unit staff meetings, board meetings, or required in-service trainings and events (not related to curriculum, instruction or students) (Code 16)
24. Completing personal mileage and expense claims. (Code 16)
25. Reviewing school policies, procedures, or rules. (Code 16)
26. Coordinating, participating in or presenting trainings necessary to clarify site and district policy, procedures or issues related to employees. (Code 16)
27. Paid time off including paid lunches, breaks, holidays, jury duty, sick, bereavement or vacation leave. (Code 16)