



Contra Costa County

To: Board of Supervisors
From: Ted Cwiek, Human Resources
Date: January 8, 2013

Subject: ADD Two Health Plan Authorization Representative Positions in the Health Services Department

RECOMMENDATION(S):

Adopt Position Adjustment Resolution No. 21215 to add two (2) Health Plan Authorization Representative (VRTA) positions, at salary level 3RX 1119 (\$3227.16 - \$4121.22), in the Health Services Department.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost of approximately \$126,988.20, including pension costs of \$27,495.40, and will be funded with Contra Costa Health Plan member premiums and the elimination of two temporary employees.

BACKGROUND:

Due to the increase in referrals and authorizations from health plan members and providers, Contra Costa Health Plan's Utilization Management and Authorization Unit needs two permanent Health Plan Authorization Representative positions to process these requests timely. These positions will be responsible for obtaining all necessary documentation required to process requests for medical services or prescription drugs not found on the health plan drug formulary; preparing correspondence and maintaining documents related to authorizations, denials and appeals; and assisting members and providers in understanding

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/08/2013** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 8, 2013

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Carrie Del Bonta, Deputy

Contact: Enid Mendoza,
957-5263

cc:

the authorization and appeal processes.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the department will not be able to process member and provider referrals and authorizations timely, which impacts Contra Costa Health Plan member care services.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P-300 #21215