



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: June 14, 2016

Subject: Add two Clerk - Experienced Level positions in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21869 to add two (2) Clerk - Experienced Level (JWXB) (represented) positions (\$2,794 - \$3,466) in the Contra Costa Health Plan division of the Health Services Department.

FISCAL IMPACT:

Upon approval, the costs associated with this action will be approximately \$119,175 annually with benefits, including \$22,436 in pension costs. Costs will be funded by CCHP Enterprise Fund II. (100%)

BACKGROUND:

Contra Costa Health Plan's (CCHP) Authorization/Utilization Management unit continues to receive 1500-1700 faxes daily requesting medical services. A Clerk - Experienced Level is needed to process, sort, and mail out letters regarding these faxes. This position is also necessary to perform data entry on referrals, input approval letters and patient discharge dates in the Epic Electronic Health Record (EHR) system. CCHP's Provider Relations unit has seen an increase in the workload of its credentialing unit to: credential new providers, recredential existing providers and perform annual delegated credential audits. A new Clerk

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **06/14/2016** ☒ 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: June 14, 2016

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

Contact: Kristen Cunningham,
925-957-5267

By: Chris Heck, Deputy

cc:

- Experienced Level position would be responsible for processing credentialing and recredentialing applications as well as entering all credentialing data and updates into the Provider Maintenance Information System (PMIS).

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved and without additional staff, Contra Costa Health Plan will not have adequate staffing to meet the mandated requirements of the Plan.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21869