



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: January 25, 2011

Subject: P300 #20893 Add one Health Plan Authorization Technician position in the Health Services Department.

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 20893 to add one (1) full time Health Plan Authorization Technician (VRTA)(represented) position at salary level 3RX 1119 (\$3227.16 - \$4121.21) in the Health Services Department.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost of approximately \$83,576, including pension costs of \$16,517, and will be fully funded by member premiums.

BACKGROUND:

Due to increased workloads, an additional Health Plan Authorization Technician position is needed for the Authorization Unit of the Contra Costa Health Plan (CCHP). Membership in CCHP has been steadily increasing due to increases in Medi-Cal and Healthy Families enrollment. This position will be assigned to handle all case management referrals. Duties of the position will include: verifying member eligibility; coordinating authorizations; identifying additional payer sources and determining Health Plan primacy; preparing notices including applicable deductibles, co-payments, and benefits limitations; and acting as a liaison between clinical reviewers and providers/members.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/25/2011** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I
Supervisor
Gayle B. Uilkema, 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 25, 2011

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

By: EMY L. SHARP, Deputy

Contact: Terrina C. Manor,
957-5248

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, services to Health Plan members may be adversely impacted.

CHILDREN'S IMPACT STATEMENT:

Not Applicable

ATTACHMENTS

P-300 #20893