

MEDICAL CARE COORDINATOR

GENERAL STATEMENT OF DUTIES: Conducts financial investigations in connection with the administration of the Physically Handicapped Children's Program and seeks to identify problems in families which affect the use or outcome of services provided under the program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class perform investigative work as well as subprofessional social casework in a limited area. The investigative work involves gathering information to determine the financial resources of persons legally responsible for children for whom application is being made for care under the Physically Handicapped Children's Program. The social work aspects of the position involve the analysis of family situations to identify problems that may affect the ability of the patient to derive full benefit from the care provided under the program, and arranging, through the program director, for referral of families needing help to appropriate community resources. Work is performed under the general supervision of the Health Commissioner or Medical Director. Supervision may be exercised over the work of clerical personnel.

EXAMPLES OF WORK: (Illustrative only)

- Interviews members of patients' families in order to obtain financial information and to learn of conditions and attitudes which might affect the patients' rehabilitation;
- Corresponds with individuals, employers, lending organizations and other sources of information to determine the financial resources of applicants;
- Makes recommendations to the program director regarding applicants' eligibility for financial aid under the Physically Handicapped Children's Program;
- Reports to the program director social problems in families which require the attention of members of the professional staff or other community agencies;
- Conducts follow-up investigations on pending or reactivated cases and advises of any change in status or financial ability;
- Investigates fees charged for nursing and other paramedical services by health agencies;
- Maintains records, conducts correspondence, and performs a variety of duties related to the administration of the Physically Handicapped Children's condition.

ACCEPTABLE TRAINING AND EXPERIENCE: Either:

- (1) Graduation from a recognized college or university for which a bachelor's degree is granted; or
- (2) Satisfactory completion of training sufficient for eligibility for licensure as Registered Professional Nurse in New York State and one year of satisfactory full-time experience as a Registered Nurse; or

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- (3) Four years of satisfactory full-time paid experience either in financial investigations with a social work agency adhering to acceptable standards or in supervised teaching in an accredited school; or
- (4) A satisfactory combination of the training and experience described in (1), (2), and (3) above.

NOTE: Full-time employment specifically in the performance of financial investigations under the Physically Handicapped Children's Program as of April 1, 1964 will be considered as qualifying for admission to examination and for appointment to positions in this class.

Amended - CSC act. 11/27/84