



**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH  
CHILDREN'S MEDICAL SERVICES**

**CALIFORNIA CHILDREN'S SERVICES (CCS)  
VACANCY ANNOUNCEMENT**

**MEDICAL SERVICE COORDINATOR, CCS**

**POSITION INFORMATION:**

9320 Telstar Avenue,  
El Monte, CA 91731

**EXAMPLE OF DUTIES:**

Evaluates referrals and requests for medical service made by physicians, parents, teachers, social workers, nurses and various agencies, considering the impact of varied diagnoses of medical maladies affecting children, the treatment generally required for the ailments and the guidelines for service, and makes determinations of medical eligibility and the type and extent of care proposed for California Children Services (CCS).

Adjudicates requests by physicians for hospitalization of children, assisting in arrangements for hospitals not on approved list, and explains CCS regulations to physicians.

Determines whether physician's specialty is appropriate to the patient's condition and whether physicians are on State's approved panel.

Advises non-panel physicians on procedure for becoming CCS-approved.

Refers patients to specific medical specialists who have been certified by the State Department of Health, California Children's Services.

Reviews medical reports and correspondence on assigned cases and coordinates the arrangements for approved medical services.

Participates in case conferences to evaluate treatment proposals and to provide interpretations regarding application of California Children Service policies.

Adjudicates requests for medical equipment and supplies, such as drugs, appliances, braces and visiting nurse services.

Determines medical eligibility of referrals for emergency hospitalization or diagnostic studies.

Based on the physician's plan of treatment for the patient, the coordinator's knowledge, and the program guides, determines the amount of time that will be allotted for hospitalization and has authority to approve an extension of time for eligible services rendered.

Reviews each assigned case at least once yearly, requesting and evaluating current medical reports, and determines if CCS medical eligibility and benefits should be continued.

Interprets program to physicians, parents, teachers, social workers and to agencies and provides general information concerning medical eligibility requirements and procedures.

Assists those ineligible for CCS in seeking other resources in developing private or other plans for obtaining medical care.

Attends meetings that update eligibility guidelines and spell out the general conditions under which they will operate.

Keeps updated and current on pediatric medicine and case management best practices.

Performs case coordination with other health care plans including Medi-Cal, Managed Care Plans, PPOs, etc.

**DESIRABLE QUALIFICATIONS:**

- Work experience as a registered nurse in a pediatric setting.
- Bachelor's degree from an accredited\* college or university with a specialty in NURSING.
- Excellent customer service skills.
- Strong leadership and team building skills.
- Excellent verbal communication/presentation skills.
- Proficient knowledge of computer software applications, such as Excel, Word, Outlook, Internet, document management systems, and other databases and software programs.

**MINIMUM REQUIREMENTS:**

- A valid California Class C Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
- Candidates **MUST** have a current and valid license as a Professional Registered Nurse, without limitations or restrictions.
- \*In order to receive credit for any college course work, or any type of college degree, such as a Bachelor's degree, you **MUST** include a legible copy of the official diploma, or official transcripts from the accredited institution which shows the area of specialization with your application or within 15 calendar days from the date of filing.

Interested individuals should submit a cover letter, resume, last two (2) Performance Evaluations, ***accepting applications until position is filled*** via *E- mail* to:

Children's Medical Services  
California Children's Services (CCS)  
9320 Telstar Ave., Suite 233 El Monte, CA 91731  
Email: [EDL-CMS-NSGADMIN@ph.lacounty.gov](mailto:EDL-CMS-NSGADMIN@ph.lacounty.gov)

**This position will be filled as qualified candidates are interviewed**  
**Only the most qualified applicants will be called for interview**