

STOCKTON UNIFIED SCHOOL DISTRICT

Department of Health Services

2005 – 2006

Revised 0713/05

Health Care Assistant Assignments

Carla Ivy	Emily Bustamante	Bertha Chavez	Carolyn Walters	Siena Chin
Garfield	August	Bush *	Cleveland*	Adams
McKinley	Elmwood	El Dorado* +	Grant	Hoover
Montezuma	Harrison	Huerta	Grunsky*	King
Nightingale	Hazelton	Skills/M.S.	Kennedy	Kohl
Taft	Roosevelt	Tyler*	Monroe	Madison +
Taylor	San Joaquin*	Urbani/M.S.	Rio Calaveras*/M.S.	Pulliam*
Washington	Van Buren	Victory	Wilson	Valenzuela

Health Care Assistant Special Assignment Dolores Shelton
Fillmore

- **MediCal Billing Support for all provider groups.**
 Signature cards
 Monthly billing disks and/or hardcopy to Mandated Cost Systems
 Monthly billing logs
- **Immunization Program K-12**
 Audit K-12 for Compliance
 RIDE K-5
- **Master Screening Schedules: Audio, Vision, Immunization Clinics**
- **Training New Health Care Assistants**
- **Maintain All Office Machines**
- **Computer Forms/Projects Development – as assigned by Christina as time permits.**
- **Healthy Start Support**
 Outreach Community Collaboration
 Minor clerical assistance for new grants
- **Coordinate State and Annual Reports:**
 Audio State Report
 CHDP State Report
 Hep B Immunization Survey and District Reports
 K Immunization Survey
 District Annual Reports
- **Flextime Recording**
- **Coordinating Health Care Assistant Activities**