

# Women's Wellness Connection

# Prevention Services Division

**WWC Contacts Descriptions (Fiscal Year 2013-2014)** 

### **WWC Coordinator**

- One per agency. Contact WWC staff for exceptions.
- Serves as the "point person" for WWC at the agency by overseeing WWC activities and ensuring that quality and timely patient care are provided
- Serves as the liaison between the WWC state staff and the agency staff
- Is likely to receive any communication from WWC and knows how to disseminate it at the agency
- Knows all the WWC roles within the agency and who is assigned to each
- Attends monthly Health Improvement Team (HIT) calls
- Is responsible for ensuring that subcontractor contracts are in place
- Is responsible for all communications with subcontractors
- May supervise the case managers
- Must have eCaST access
- Coordinates WWC training for new and existing staff
- May be contacted by ACS Referral Line Call Center staff or WWC staff when a woman is experiencing breast or cervical cancer symptoms and she needs an appointment more urgently than through the regular referral line

#### eCaST Coordinator

- One per agency. Contact WWC staff for exceptions.
- This person is responsible for eCaST activity including quality and timeliness of data entry
- Responsible for annual renewals
- Assures new users are added to eCaST and receive appropriate eCaST training
- Attends eCaST Users Group meetings
- Determines who responds to data errors
- Must have eCaST access
- Receives and coordinates agency response to the duplicates fax, data error reports and MDE edit requests from WWC state staff

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**WWC Contacts Descriptions (Fiscal Year 2013-2014)** 

## **Agency Director**

- One per agency
- This is the highest level person at the agency who is aware of WWC activities and influences overall program operations
- May receive communication from WWC Unit Manager

#### **Contract Administrator**

- Person(s) responsible for processing of WWC contracts
- Ensures signatures are included and all requested documents are sent to the WWC contracts management and fiscal teams, as required
- Receives communication from WWC fiscal and contracts management teams

### Signature Authority

Person(s) with the power to sign grant contracts for the agency

#### **Clinical Liaison**

- One per agency. Contact WWC staff for exceptions.
- Must be a nurse or, preferably, a nurse practitioner, physician's assistant or physician
- Serves as the liaison between the WWC Nurse Consultant and the agency's clinical staff
- Receives and disseminates information on clinical policy changes, implementation of clinical guidelines to all clinical staff involved with the program
- Ensures that program clinical guidelines and policies are understood and implemented by all clinical staff involved with WWC
- Attends WWC clinical webinars and disseminates information shared with agency's clinical staff

#### **Fiscal Payment Coordinator**

- One per agency
- Point person for fiscal activity for WWC fiscal activity at the agency
- Receives the reimbursement checks from WWC and may be responsible for reconciliation of payments
- May submit WWC fiscal reports
- Has access to eCaST (optional but preferred)

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## Prevention Services Division

**WWC Contacts Descriptions (Fiscal Year 2013-2014)** 

## **Fiscal Manager**

- Responsible for overall fiscal operations at the agency
- This is the highest level person at the agency who is aware of WWC fiscal activities and influences the overall program budget
- May receive communication from WWC Unit Manager or WWC Fiscal Officer

## **Case Manager Description**

- At least one per clinic site
- Ensures that women with abnormal screening results, or a diagnosis of cancer, receive appropriate diagnostic and / or treatment services in a timely manner.
- Has a direct relationship with clients and may provide patient education and/or communication
- Works closely with clinicians
- Works closely with WWC Nurse Consultant to ensure proper BCCP enrollment
- Must have access to eCaST

#### Other WWC Staff

- Staff who work with WWC who should be part of WWC communications who do not serve in one of the previously described roles
- Staff working with WWC who serve in one of the previously described roles along with the staff person designated. Please indicate this in the title field.

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