WWC Contacts Descriptions Fiscal Year 2012-2013

Please read the descriptions below and determine the person or persons who fill each role at your agency and clinic(s). **Please note that agency staff may fill more than one role.**

Agency / Administrative Contacts

WWC Coordinator

- One per agency
- 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, WWC Screening Navigators, 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

Clinical Liaison

- One per agency
- 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

WWC Contacts Descriptions Fiscal Year 2012-2013

eCaST Coordinator

- One per agency
- 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

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 Program Director and Program 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

Fiscal Payment Coordinator

- One per agency
- Point person for fiscal activity for WWC fiscal activity at the agency
- Receives monthly Grant Activity Statement
- Receives the reimbursement checks from WWC and may be responsible for reconciliation of payments
- May submit WWC fiscal reports

WWC Contacts Descriptions Fiscal Year 2012-2013

- Has access to eCaST (optional but preferred)

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 Program Director or WWC Fiscal Manager

Site / Clinic Contacts

Case Manager

- At **least** one per 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