

Medical Evaluation Appointments - Oakland Office

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I. General

All General Assistance applicants/recipients who indicate that they cannot work because of physical or mental disability must verify the disability by submitting an Employability Statement as a requirement of General Assistance eligibility.

Effective January 29, 1993, two non-county medical evaluation clinics have been established to facilitate obtaining Employability Statements. The clinics are located in San Leandro and Oakland. The Oakland medical evaluation clinic will be available effective February 12, 1993. Effective February 19, 1993, appointments will also be available every Monday at the San Leandro clinic for clients served by the Oakland G.A. office.

The following procedure covers the procedure to be used by the General Assistance units in the Oakland office to access whether an applicant/recipient should be referred to one of the clinics, and the referral process. This procedure will be revised in the near future to include a Social Worker assessment process. Four forms--90-88(Health Questionnaire), 90-84 (Appointment letter for San Leandro clinic), 90-84(A) [Appointment Letter for Oakland clinic], and Medical Evaluation Appointment Rosters for Oakland and San Leandro have been designed to accommodate the assessment and referral process.

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II. Client

- A. Completes Health Questionnaire (form 90-88)

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III. Eligibility Worker

- A. Review his/her caseload for applicants/recipients who indicate on their application that they cannot work.
- B. Obtains a date/time for a medical evaluation appointment by reviewing the Medical Evaluation Appointment.
Rosters located in the L220 unit (Emma Peterman, Supervisor and Brenda Duncan, Unit Clerk). There are two medical evaluation clinics available for clients served by the Oakland G.A. office:
 - 1. Arlington Medical Group - at 5709 Market St., Oakland (North Oakland). All appointments are on Fridays.
 - 2. East Bay Occupational Medicine Associates at 22587 Merced St., San Leandro (off of Marina Blvd). All appointments are on Fridays.
- C. Complete the Roster by entering the worker number, applicant/recipient's name, Social Security Number, and Case Number, if available.
- D. Completes and mails/hand delivers applicants/recipients the following forms.
 - 1. Health Questionnaire (form 90-88) to be completed and returned to the worker PRIOR to the medical evaluation appointment date. The Health Questionnaire should be accompanied with a "need letter" indicating the return date for the 90-88.
 - 2. Medical Evaluation Appointment form to advise the client of their appointment date, time and location. This letter should be produced in duplicate and a copy filed in the case folder on IVA. Use the appropriate notice:
 - a. 90-84 - for East Bay Occupational Medicine Associates (San Leandro)
 - b. 90-84(A)-for Arlington Medical Group (North Oakland)
- E. At least four days prior to the date of the medical evaluation appointment, submit the completed Health Questionnaire (form 90-88) and a copy of the Employability Statement (90-2) for each applicant/recipient scheduled for an appointment to Unit Clerk Position L228.
- F. Reschedules appointments/rescinds denials or discontinuances for applicants/recipients who have good cause for not keeping medical appointments. NOTE: If client is rescheduled prior to the actual appointment date, change roster OR if the Roster has already been forwarded to the medical clinic, notify L228 regarding the reschedule.

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- G. Reviews annotated Rosters for all medical appointment dates. Denies/discontinues applicants/recipients who fail to comply with the medical evaluation appointment. Use Negative Action Code 069 for discontinuances AND Negative Action Code 110 (NEW) for denials.

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IV. Unit Clerk - L228

- A. Prepares Medical Evaluation Appointment Roster for each block of appointments and posts in unit.
- B. Collects Roster and Health Questionnaires and Employability Statements for each appointment date:
 - 1. For Arlington Medical Group--one week prior to the appointment date.
 - 2. For East Bay Occupational Medicine Associates--at least four days prior to the appointment date.
- C. Make a copy of the Rosters and retains for future reference. Forwards original of Roster and all Health Questionnaires and Employability Statements to the two clinics:
 - 1. ARLINGTON GROUP - ATT: Ann Love, by the Monday prior to the Friday appointment date.
 - a. Notifies Ann Love at Arlington Medical Group (834-1950--Mon. all day, Wed. all day and Friday AM only) of any rescheduled appointments made after the Roster is forwarded to Arlington Medical Group.
 - 2. EAST BAY OCCUPATIONAL MEDICINE ASSOCIATES - QIC CODE 42201, ATT: Linda Critelli, three days prior to the appointment date. Rosters should be put into the messenger mail in time to get to the clinic three days prior to the appointment date.
 - a. Notifies Linda Critelli (351-3553--Mon.-Fri. 8AM to 5PM) of any rescheduled appointments made after the Roster is forwarded to East Bay Occupational Medicine Associates.
- D. Receives Rosters and copies of Employability Statements from Arlington Medical Group and East Bay Occupational Medicine Associates. Forwards Employability Statements to Eligibility Workers.

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V. Arlington Medical Group

- A. Receives copy of Roster and Health Questionnaires and Employability Statements for all applicants/recipients listed on Roster at least two days prior to the appointment date. Contact Program Specialist, Marilyn Ghiorso, at 268-2188 if the Roster does not arrive by two days prior to the appointment date.
- B. Conducts medical evaluation.
- C. Completes Employability Statement (90-2).
- D. Annotates "Kept Appointment" column of Roster with Yes or No.
- E. Returns annotated Roster, completed Employability Statements and Health Questionnaires for all applicant/recipients who were seen by physician.
- F. Submits monthly billing to:
Alameda County Social Services
P.O. Box 12941
Oakland, CA 94604-2941
ATT: L100

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VI. East Bay Occupational Medicine Associates

- A. Receives copy of Roster and Health Questionnaires and Employability Statements for all applicants/recipients listed on Roster at least two days prior to the appointment date. Contacts Program Specialist, Marilyn Ghiorso, at 268-2188 if the Roster does not arrive by two days prior to the appointment date.
- B. Conducts medical evaluation.
- C. Completes Employability Statement (90-2).
- D. Annotates "Kept Appointment" column of Roster with Yes or No.
- E. Returns annotated Roster, completed Employability Statements and Health Questionnaires for all applicant/recipients who were seen by physician to Brenda Duncan--L228, QIC Code 50301.
- F. Submits monthly billing to:
Alameda County Social Services
P.O. Box 12941 Oakland, CA 94604-2941
ATT: L100 DISTRIBUTION:
J Rodger G. Lum, Ph.D., Director:
Social Services Agency

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Prepared By:

Department of Workforce and Benefits Administration (WBA)

Program, Planning, and Support (PP&S)