

# Fostering Health Partnerships



## Child Welfare Roles & Responsibilities

### Primary Care Office Manager



#### 1 Roles & Activities

- Develop office workflow and procedures
- Monitor efficiency, address gaps/barriers in workflow
- Identify and address challenges with insurance documentation

#### 2 Best Contact Method

- contact main office number (unless prior arrangements for alternate number)



#### 3 What Information can be Shared?



- information about office flow and impact on seeing children in foster care
- efforts to address challenges

#### 4 Role Necessities

- capacity to get questions answered quickly – possibly even before scheduled appointment
- identified partners in child welfare and other systems to address challenges

