



## WISEWOMAN Program Local WISEWOMAN Coordinator Responsibilities

- Ensure adherence to all WISEWOMAN Program Organization Requirements (<http://www.michigancancer.org/bcccp/wiseWomanProgram/PDFs/ProgramPoliciesandProcedures/AgencyRequirements.pdf> )
- Ensure the local WISEWOMAN organization follows all WISEWOMAN Policies, Procedures, and Protocols (<http://www.michigancancer.org/bcccp/wiseWomanProgram/ProgramPoliciesProcedures.cfm> )
  - Clinical Screening Procedures
  - Screening and Referral Protocols
  - Medical Care Case Management Protocols
  - Lifestyle Counseling Protocols
  - Billing and Reimbursement Protocols
  - Participant Rescreening Policy
  - Performance Measure Policy
  - Records Retention Policy
- Act as the main point of contact between the local WISEWOMAN organization and the Michigan Department of Community Health (MDCH)
- Ensure scheduled (monthly for contractual; quarterly for CPBC) and final Financial Status Reports (FSR) are submitted in a timely manner
- Ensure timely completion and submission of the Matching Funds Report (MFR)
- Participate in the Quality Improvement Process with appropriate staff
- Ensure timely entry of data into the WISEWOMAN module of the Michigan Breast and Cervical Cancer Control Information System (MBCIS)
- Ensure timely and correct billing of WISEWOMAN Services
- Participate in WISEWOMAN conference calls, meetings, and site visits
- Attend the WISEWOMAN Annual Meeting
- Ensure the local WISEWOMAN organization's involvement in community partnerships and collaborations made on behalf of WISEWOMAN participants