

## INTERNAL TITLE 5 VACANCY ANNOUNCEMENT

<b>Announcement Number:</b>	<b>2004-166</b>	<b>Opening Date:</b>	<b>10-06-2004</b>	<b>Closing Date:</b>	<b>10-28-2004</b>
<b>Position/Position Number:</b>	Medical Support Assistant GS-679-4 (#3398A) Target 5 or GS-679-5 (#3103A)	<b>Organizational Location:</b>	Patient Financial & Support Service Health Services Administration Section Duty Station: Temple ICF		
<b>Salary Range:</b>	GS-4: \$23,863 - \$31,020 Per Annum GS-5: \$26,699 - \$34,714 Per Annum (Includes 10.09% Locality Comparability pay)	<b>Area of Consideration:</b>	CURRENT PERMANENT EMPLOYEES OF CTVHCS		

### Duties and Responsibilities:

**TOUR OF DUTY: Irregular evening tour including weekends and holidays.** The incumbent is responsible for initiating and performing a variety of clerical and administrative duties associated with patient care and treatment on various tours of duty on any patient care unit of the CTVHCS. Assignments may be changed on an hour-to-hour basis. Admits patients by established procedures. Screens, prioritizes, transcribes physician's orders. Accurately files medical data in patients' medical records in a timely manner. Prepares discharge papers, makes appointments for outpatient care. Uses computer for various reports and data, to enter patient information, physician orders, requests for tests, consults, lab, etc. Assists patients with Patient Funds and various necessary documentation. Maintains current medical records by deleting or adding forms as needed, assembles records in correct order, ensuring that proper forms are complete and signed. Coordinates travel arrangements necessary for patient appointments and transfers. Acts as receptionist for the unit and provides miscellaneous clerical support for the unit. Coordinates nursing home referrals with unit social worker. Serves as back-up medical clerk to other units if needed. Performs other duties as assigned. **DUTIES AT THE GS-4 LEVEL WILL BE PROGRESSIVE IN DEVELOPMENT TOWARD THE TARGETED GRADE LEVEL OF GS-5.**

### Qualification Requirements:

Qualifications are derived from the Office of Personnel Management Group Coverage Qualification Standard for Clerical and Administrative Support Positions, available in Human Resources Management Service. At the GS-4 level, must have one year general experience or 2 years above high school. At the GS-5 level, must have one year of specialized experience equivalent to at least the next lower grade level of GS-4 or 4 years above high school. Specialized experience is experience which is directly related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position. **IF EDUCATION IS TO BE SUBSTITUTED FOR EXPERIENCE, TRANSCRIPTS MUST BE ON FILE IN OFFICIAL PERSONNEL FOLDER (OPF) OR SUBMITTED WITH APPLICATION IN ORDER TO RECEIVE CREDIT. It is your responsibility to assure that your Official Personnel Folder (OPF) is current and shows all work experience and credentials prior to the closing date of this announcement.**

### Rating and Ranking:

Qualified candidates will be rated and ranked on the following knowledge, skills, and abilities:

- a. Knowledge of medical terminology.
- b. Ability to operate microcomputer and word processor for data entry and retrieval.
- c. Knowledge of medical terminology in order to request tests and transcribe doctors' orders.
- d. Ability to meet and effectively work with individuals (patients, families, employees, and the general public).

### How to apply:

Permanent employees who wish to be considered for this position must obtain necessary forms through the internet address: <http://www.texvet.com/HRMS/forms.htm>. VA Form 5-4078 must be received in HRMS, Building 162, Temple, by close of business on closing date of announcement. VA Forms 5-4676A and 5-4667B must be received within seven (7) calendar days after the closing date of announcement.

### Refer all questions to:

Please refer all questions to Karen Young, Human Resources Specialist, extension 39-5513

**NOTE:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Karen Young ext 39-5513. The decision on granting accommodation will be on a case-to-case basis.

THIS IS A **BARGAINING** UNIT POSITION.

CTVHCS IS A SMOKE-FREE ENVIRONMENT.

IF PATIENT NEEDS ARISE, THE INCUMBENT OF THE ABOVE POSITION MAY BE REASSIGNED TO THE WACO OR MARLIN INTEGRATED CLINICAL FACILITY WITHIN THE CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM.

EQUAL EMPLOYMENT OPPORTUNITY: ACTIONS TO FILL THIS POSITION WILL NOT BE BASED ON DISCRIMINATORY FACTORS, WHICH ARE PROHIBITED BY LAW.