INTERNAL TITLE 5 VACANCY ANNOUNCEMENT

Amended: Area of Consideration & How to Apply

Announcement Number:	OTR-2003-16	Opening Date:	May 8, 2003	Closing Date:	May 19, 2003
Position/Position Number:	Medical Support Assistant (Release of Information) GS-679-5 (#1820T) (TEMPORARY NOT TO EXCEED 1 YEAR)	Organizational Location:	Patient Financial & Support Service Health Services Administration Section Duty Station: Temple ICF		
Salary Range:	GS-5: $25,697 - $33,402 per annum (Includes 9.62% locality comparability pay)	Area of Consideration:	ALL QUALIFIED U.S. CITIZENS		

POSITION COULD BE EXTENDED ANOTHER YEAR WITHOUT FURTHER COMPETITION.
NOTE: Any permanent employee may apply for this position. However, if selected, incumbent will be converted to a temporary status. Upon conversion to temporary status, employee has no guarantee of returning to a permanent position and is placed in the second area of consideration for permanent positions posted within the bargaining unit. If temporary funding is terminated, or at the expiration of the appointment, employee may be terminated.

Duties and Responsibilities:

TOUR OF DUTY: 1:00 p.m. – 9:00 p.m., Monday – Friday. Incumbent is assigned to the position of Release of Information Clerk. Incumbent must date stamp and evaluate incoming requests. Process requests and disclosure of information from both active and inactive records (inpatient and outpatient). Receives, reviews, and process requests from the patient's families, VA Regional Office, Social Security Administration, federal, state, county, and city hospitals, other health care agencies, private physicians, insurance companies, attorneys, and welfare agencies. Majority of cases are handled by written correspondence; however many patients and/or representatives personally come to Release of Information Office to sign authorizations or to obtain copies of their records. Identifies requests pertaining to billing cases. Reviews whether or not the request falls under "Routine Use" and if not, that there is a current authorization properly dated and signed by the veteran or for an incompetent or deceased vet by the guardian or nearest relative. Is responsible for establishing priorities and release of information within time limits as prescribed by VA regulations and CTVHCS Release of Information policy memoranda. Incumbent is responsible to notify requesters of delay of information which may or may not be furnished within the prescribed time limit. Incumbent will prioritize and monitor reviews of medical records according to Privacy Act of 1974 provisions. Incumbent must have a working knowledge of Federal Laws, VA directives, Freedom of Information Act, Privacy Act of 1974, CTVHCS policy memoranda in responding to Regional Offices and in regulating release of information. Incumbent makes a determination if appropriate consent has been obtained to release the requested information applying to drug, alcohol, sickle cell anemia, or Human Immuno-deficiency Virus (HIV).

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-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 the announcement.**

Rating and Ranking:

Qualified candidates will be rated and ranked on the following knowledge, skills, and abilities:
a. Knowledge of Public Laws, Federal and State laws, DVA regulations, directives and polices, VA regulations and CTVHCS regulations, policies and procedures.
b. Knowledge of VHA directives, guidelines, and requirements of accrediting agencies as they relate to medical records and ability to adhere to confidentiality of medical information to regard to release of information.
c. Ability to plan and organize work, using independent judgment, establishing priorities and perform other duties using own initiative.
d. Knowledge of medical terminology.
e. Ability to communicate both orally and in writing with a wide variety of people with differing educational backgrounds.
f. Knowledge of VA regulations and correspondence procedures including composition, grammar, spelling and punctuation.

How to apply:

Applicants must submit the following forms (appropriate to your eligibility) to Human Resources Management Service, Temple ICF, on or before the closing date of this announcement.
1. Permanent employees who wish to apply for this position can obtain the necessary forms through the internet address: http://www.texvet.com/HRMS/forms.htm. Note: Any permanent employee may apply for this position. However, if selected, incumbent will be converted to a temporary status. Upon conversion to temporary status, employee has no guarantee of returning to a permanent position and is placed in the second area of consideration for permanent positions posted within the bargaining unit. If temporary funding is terminated, or at the expiration of the appointment, employee may be terminated.

Other applicants:
2. Submit either a resume or OF-612 (Optional Application for Federal Employment).
3. Submit DD-214 (Member 4 copy) for all periods of active service if you are a veteran.
4. Submit current letter from VA Regional Office if receiving VA Compensation. Letter must be dated within the past 12 months.
5. Submit Standard Form 15 (Application for 10-point Veterans Preference Action) if you are presently employed by the Federal government or have prior Federal service.
6. Submit current Form SF-50b (Notification of Personnel Action) if you are presently employed by the Federal government or have prior Federal service.
7. Submit DA Form 5433-4 (Verification of Overseas Employment) if applying under Executive Order.
8. Selectee must provide at least one letter of reference from recent employment. This letter of reference must be received in Human Resources Management Service no later than the first day of duty.

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 the specialist listed above. The decision on granting accommodation will be on a case-to-case basis.

THIS IS A **NON-BARGAINING** UNIT POSITION.

CTVHCS IS A SMOKE-FREE ENVIRONMENT.

If patient needs arise, the incumbent of the above position may be reassigned to other integrated care facilities (ICFs) 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