



Colorado Air National Guard

Traditional Position Announcement

COANG 19-018a



<http://co.ng.mil/JOBS/Pages/default.aspx>

POSITION TITLE: HEALTH SERVICES MANAGEMENT	AFSC: 4A071	OPEN DATE: 24 OCT 2018	CLOSE DATE: UNTIL FILLED
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UNIT OF ACTIVITY/DUTY LOCATION: 140 Medical Group Buckley AFB, CO 80011	GRADE REQUIREMENT: Minimum: E4 Maximum: E7
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SELECTING SUPERVISOR: CMSgt Ryan Harding	VACANCY 09950081C	PHYSICAL PROFILE: <i>(Officer N/A)</i> PULHES – 333233 X Factor – G ASVAB – G:44
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AREAS OF CONSIDERATION

<input checked="" type="checkbox"/> Traditional	<input type="checkbox"/> Tech (must bring EA/review by FSS)	<input type="checkbox"/> AGR (must bring EA/review by FSS)
<input checked="" type="checkbox"/> Current ANG members	<input checked="" type="checkbox"/> Nationwide (Military eligible for membership in the COANG)	
<input checked="" type="checkbox"/> Enlisted	<input type="checkbox"/> Officer	<input type="checkbox"/> Commissioning Opportunity

All applicants MUST meet the grade requirement and physical/medical requirements outlined

DUTIES AND RESPONSIBILITIES

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Clinic Duties (Front Desk Clerk). Greets the patient and verifies patient identity and eligibility. Checks-in patient for scheduled visits. Obtains/verifies third party insurance information. Identifies patients assigned to sensitive duty program. Verifies and updates patient demographics. Determines if the visit is accident or injury-related and documents accordingly. Provides patient with required paperwork and clinic instructions and manages patient flow. Schedules follow-up appointments as required. Tracks, or assists with tracking, diagnostic results and routes to appropriate health care provider. Displays patient appointments. Requests and recharges patient records. Generate provider rosters. Add patients to wait list and modifies wait list requests.

Clinic Duties (Medical Office Manager). Assists Group Practice Manager (GPM) with identifying and managing capacity and demand by utilizing historical workload data. Assists GPM in developing and maintaining provider templates. Inputs appointment templates/schedules into the Composite Health Care System (CHCS). Supports biometric data analysis/medical informatics, utilizing applicable reports and web-based tools. Coordinates patient referrals with the referral management center (RMC) as required. Obtains referral reports from the RMC and routes to the appropriate health care provider. Performs end-of-day processing. Coordinates required documentation with appropriate clinical and support functions. Assists the resource management office with auditing third party collections and coding activities to ensure maximum reimbursement.

Health Information Technology (HIT). Performs and manages medical information technology functions and activities. Requests and documents technical assistance. Manages hardware and software activities. Monitors information technology security programs. Performs customer support activities. Manages user-training programs. Oversees service level agreements

Informatics. Analyzes, evaluates, advises, and ensures the validity, completeness and accuracy of healthcare data collected by automated systems used by the military health system. Additionally, serves as the primary clinic interface for data quality initiatives, clinic audits (records, coding, insurance, etc.) and other administrative processes as related to data integrity, quality and collection. Performs review and research of DoD, Air Force Medical Service and web-based guidance for data quality and business rule compliance. Assists with quantitative and qualitative analysis, trending, projections, and forecasting on patient demographics, clinical data and patient/provider utilization data from multiple automated information sources. Assists in analysis/trending, and data validation of business clinical healthcare data for process improvements and DoD workload compliance.

Personnel and Administration (P&A). Manage or perform duties with the Individualized Newcomer Treatment and Orientation (INTRO) program and in/out-processing of unit members. Monitor the OPR/EPR/LOE program. Track and updates duty status. Perform personnel action changes and duty information updates. Manage the awards and decoration

DUTIES and RESPONSIBILITIES (Cont'd):

Resource Management Office (RMO). Compiles information, financial statements, subsistence accounting, and prepares statistical reports. Performs market analysis and business-case analysis. Oversees Uniform Business Office programs to include third party collection (TPC) activities, Medical Affirmative Claims (MAC) and Medical Service Account (MSA) program management. Assists in manpower surveys and in developing manpower standards. Analyzes workload and cost data to validate manpower requirements, and develops adjustments and projections to support clinical or mission changes. Monitors the Unit Manpower Document (UMD) and the Unit Personnel Management Roster (UPMR) to ensure accurate requirements, funding and the correct assignment of personnel. Identifies staffing shortages and coordinates permanent or temporary assignment actions. Collects, maintains, prepares, and analyzes MEPRS data or comparable workload accounting system. Utilizes DMHRSi timesheet tracking program. Prepares budget estimates and financial plans. Monitors expenditures and obligations, analyzes financial reports and accounting and workload reporting procedures and conducts internal audits. Coordinates MOUs, MOAs, Support Agreements and Training Affiliations.

SPECIALTY QUALIFICATIONS:

Knowledge. The individual must know general administrative procedures, medical terminology, publication management procedures, advanced health records administration, patient movement procedures, application of ICD-CM and CPT coding, basic anatomy and physiology, cost and budget estimating, and training methods.

Education. Courses in anatomy and physiology, health, business administration, and computers are desirable.

Training. Completion of the 4A051 Career Development Course (CDC), STS core tasks, and all local tasks assigned for the duty position. Qualification training and OJT will provide training and qualification on the core tasks identified in the STS. The CDC is written to build from the trainee's current knowledge base and provides more in-depth knowledge to support OJT requirements.

Experience. Qualification in and possession of AFSC 4A031 is mandatory.

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the location below. Complete applications must be received no later than 1600 or postmarked on or before the closing date. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications.

Selecting officials have the right to hold package review boards prior to in-person interviews

Incomplete packages will not be considered for the position vacancy

1. Cover Letter identifying the position you are applying for.
2. Civilian or Military Resume.
3. CURRENT Records Review RIP (available on vMPF via AF Portal).
4. CURRENT Points Credit Summary (available on vMPF via AF Portal).
5. CURRENT and PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
6. Additional requirements:

Add any other documentation you want provided.

****SUBMIT NO STAPLES/NO BINDINGS****

QUESTIONS?

If you have any questions on package submission you may contact 720-847-9052/DSN 847-9052 or email at Shaunte.l.Kerford.mil@mail.mil If you have any position related questions please contact the selecting supervisor at

MAIL APPLICATIONS TO:

140 FSS/FSMP, Attn: DSG Announcements
18860 E. Breckenridge Ave., Stop 65
Buckley AFB, CO 80011

DROP APPLICATIONS OFF AT:

Building 801, Room N-224

E-MAIL APPLICATIONS TO MPS

USING EMAIL BUTTON:

Submit Application

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE COLORADO NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.