



# Colorado Air National Guard

## Traditional

### Position Announcement

#### COANG 22-038



<https://coang.joint.afpims.mil/Jobs/Air-Traditional/>

<b>POSITION TITLE:</b> 140 Medical Support Sq SEL- health services management	<b>AFSC:</b> Any AFSC	<b>OPEN DATE:</b> 16-Sep-22	<b>CLOSE DATE:</b> 21-Oct-22
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<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 140 Medical Group Buckley AFB, CO 80011	<b>GRADE REQUIREMENT:</b> <b>Minimum: E7 Maximum: E8</b>
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<b>SELECTING SUPERVISOR:</b> SMSgt Frances Sechrest	<b>VACANCY</b> 09925741C	<b>PHYSICAL PROFILE:</b> <i>(Officer N/A)</i> PULHES – 333233 X Factor – G ASVAB – 44
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#### AREAS OF CONSIDERATION

<input checked="" type="checkbox"/> Traditional	<input type="checkbox"/> Nationwide (Military eligible for membership in the COANG)
<input checked="" type="checkbox"/> Current COANG members	<input type="checkbox"/> Commissioning Opportunity
<input checked="" type="checkbox"/> Enlisted	<input type="checkbox"/> Officer

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

#### DUTIES AND RESPONSIBILITIES

##### DUTIES and RESPONSIBILITIES:

2.1. Performs and directs patient management functions. Interprets communications, directives, and publications. Coordinates release of information functions. Prepares health record copies and abstracts. Prepares, files, safeguards, transfers, and retires health records. Maintains patient locator and suspense files. Prepares, codes, and transmits clinical record cover sheets. Transcribes daily information onto charts. Transcribes physicians' orders, and prepares requests for diagnostic tests, consultations, and referrals. Performs functions to admit, discharge, and transfer patients. Compiles information and prepares reports, graphs, and charts on bed occupancy, staffing, dental health, medical care from civilian sources, and professional activities.

2.2. Prepares patient related correspondence and special orders for patient assignment, reassignment, and aeromedical evacuation. Coordinates and prepares forms. Identifies and processes Line of Duty (LOD) determinations. Monitors Special Needs Identification and Assignment Coordination (SNIAC) program. Identifies, coordinates, and processes medical conditions requiring Medical Evaluation Board/Integrated Disability Evaluation System (MEB/IDES) proceedings. Verifies patient eligibility. Performs procedures for network referrals. Provides claims assistance and counseling to beneficiaries. Oversees Patient Squadron and Casualty Reporting programs. Manages TRICARE Marketing, birth registration, medical in/outprocessing, TRICARE contract management, TRICARE enrollment and death processing.

2.3. Performs and manages resource management functions. Prepares financial statements and subsistence stock records. Compiles information, 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. Identifies manpower standard exceptions and deviations. Screens medical records to gather data for medical audits. 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) to ensure requirements and funding are accurately reflected. Monitors the Unit Personnel Management Roster (UPMR) to ensure correct assignment of personnel resources. Identifies personnel staffing shortages and coordinates permanent or temporary assignment actions. Collects, maintains, prepares, and analyzes Medical Expense and Performance Reporting Systems (MEPRS) data or comparable workload accounting system. Prepares budget estimates and financial plans. Monitors expenditures and obligations; analyzes financial reports and accounting and workload reporting procedures; conducts studies and internal audits.

2.4. 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.

2.5. Performs and manages unit-level medical readiness functions. Ensures understanding of DoD organizational structure and command relationships. Performs duties as the unit deployment manager, managing UTCs and ensuring assigned personnel are appropriately trained and equipped. Assesses the medical unit's capabilities to support wartime, humanitarian assistance and installation response requirements. Ensures publication and currency of unit plans and provides input to wing plans (Medical Contingency Response Plan [MCRP], Comprehensive Emergency Management Plan, Disease Containment Plan, Installation Deployment Plan, etc.). Establishes/maintains memorandums of agreement and understanding. Conducts, coordinates and manages medical deployment activities. Serves as the Medical Readiness Decision Support System Unit Level Tracking and Reporting Application unit system administrator and monitors unit reports. Coordinates, schedules, tracks, and documents medical readiness training. Liaisons with the Medical Logistics Office on war reserve materials with regards to deployability. Conducts medical readiness in- and out-processing for assigned personnel. Establishes and augments the medical and unit control center and provides training on the management of classified material, utilization of communication devices, log of events, and after-action reports. Supports MCRP and UTC team chiefs. Plans, organizes and conducts medical readiness training and activities. Assists exercise evaluation team with development of exercise scenarios.

## DUTIES and RESPONSIBILITIES (Cont'd):

2.6. 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 AFECD, 30 Apr 22

281  
healthcare data for process improvements and DoD workload compliance.

2.7. Manages or performs duties with the Individualized Newcomer Treatment and Orientation (INTRO) program and in/out-processing of unit members. Monitors the OPR/EPR/LOE (Officer Performance Report/Enlisted Performance Report/Letter of Evaluation) program. Tracks and updates duty status. Performs personnel action changes and duty information updates. Manages the awards and decorations program. Assist members with leave, subsistence-in-kind, and controlled spend account issues. Manages the report of survey and inventory management programs.

2.8. Identify Potentially Disqualifying Information (PDI) for personnel assigned to the Personnel Reliability Program (PRP). Manages the suspension and decertification recommendations process as well as the process of returning a member to PRP status.

## SPECIALTY QUALIFICATIONS:

3.1. Knowledge. Knowledge is mandatory of: general clerical procedures; medical terminology, regulations, and directives; medical ethics; health records administration; principles of coding; and anatomy and physiology.

3.2. Education. For entry into this specialty, completion of high school or General Education Development equivalency is mandatory.

3.3. Training. For award of AFSC 4A031, completion of a health services management apprentice course is mandatory.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated:

3.4.1. 4A051. Qualification in and possession of AFSC 4A031.

3.4.2. 4A071. Qualification in and possession of AFSC 4A051. Also, experience supervising a health services management function and maintenance/management of healthcare-related systems.

3.4.3. 4A091. Qualification in and possession of AFSC 4A071. Also, experience managing a health services management function, associated healthcare-related systems and personnel.

## 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 2359 on or before the closing date.

\*\*\*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 (w/in 90 days) 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 myFitness)
6. Additional requirements:

Must be eligible to cross train to 4A0 Health Services Management and be promotable to E-8 upon hire

**Add any other documentation you want provided.**

**\*\*SUBMIT ELECTRONIC ONLY\*\***

## QUESTIONS?

If you have any questions on package submission you may contact 720-847-9446/DSN 847-9446 or email to the below email addresses. If you have any position related questions please contact the selecting supervisor.

### E-MAIL APPLICATIONS TO MPS:

michael.henderson.8@us.af.mil

**OR:**

### SUBMIT APPLICATIONS VIA

AMRDEC SAFE: <https://safe.apps.mil/>

michael.henderson.8@us.af.mil

## 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.