



Colorado Air National Guard

Traditional

Position Announcement

COANG 19-018



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

POSITION TITLE: HEALTH SERVICES MANAGEMENT	AFSC: 4A071	OPEN DATE: 24-Oct-18	CLOSE DATE:
UNIT OF ACTIVITY/DUTY LOCATION: 140 Medical Group Buckley AFB, CO 80011		GRADE REQUIREMENT: Minimum: E6 Maximum: E7	
SELECTING SUPERVISOR: CMSgt Ryan Harding	VACANCY 09950081C	PHYSICAL PROFILE: (Officer N/A) PULHES – 333233 X Factor – G ASVAB – G:44	

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 COANG 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 program. Be functionally proficient with the Base Level Services Delivery Module, Defense Medical Human Resources System-internet, Defense Travel System and Functional Area Records Manager programs. Understand and assist members with leave, subsistence-in-kind, and controlled spend account issues. Manage the report of survey and inventory management programs.

Personnel Reliability Program (PRP) & Sensitive Duties. Understand the impact of medical conditions on ability/reliability, and recognition of Potentially Disqualifying Information (PDI). Understand documentation and reporting procedures. Manage the suspension and decertification recommendations process as well as the process of returning a member to PRP status.

Medical Readiness. Performs duties as the unit deployment manager, managing Unit Type Codes (UTCs) and ensuring assigned personnel are appropriately trained and equipped. Ensures publication and currency of unit plans and provides input to wing plans Medical Contingency Response Plan (MCRP), Installation Emergency Management Plan 10-2 (per AFI 2501, Air Force Emergency Management Program Planning and Operations), Disease Containment Plan, Installation Deployment Plan, etc.). 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. Prepares, briefs and submits readiness reports (SORTS, ART, etc.). Conducts, coordinates, schedules, tracks, and documents medical readiness training. Liaisons with the Medical Logistics Office on war reserve materiel with regards to deployability. Establishes and augments the medical and unit control center. Provides training on management of classified material, utilization of communication devices, log of events, and after-action reports. Supports MCRP, UTC team chiefs and RSV AFSC functional managers.

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.

Craftsman (7-Skill Level). A craftsman must successfully complete the 7-skill level CDC(s) before upgrade to the 7-skill level. Once upgraded, a craftsman can expect to fill various supervisory and management positions, such as noncommissioned officer in charge (NCOIC), supervisor, program manager, and task trainer or certifier. Craftsman will attend the Noncommissioned Officer Academy (NCOA) after selection for promotion to Technical Sergeant (Active Duty only). Continued academic education through CCAF and higher degree programs is encouraged.

7-Skill Level. The 7-skill level CDC training requirements were reviewed and updated. The number of volumes for the 7-skill level CDC increased from 1 to 2. Readiness tasks were expanded to include the 9-line.

Proficiency Training. Any additional knowledge and skill requirements, which were not taught through initial skills, supplemental, or upgrade training. The purpose of the continuation-training program is to provide additional training exceeding minimum upgrade training requirements with emphasis on present and future duty positions. MFMs and MTF Functional Managers (FM) must develop a continuation-training program that ensures individuals receive the necessary training at the appropriate point in their career. The training program will identify both mandatory and optional training requirements. AETC will assist in this continuation training development wherever possible, by providing instructional system design/development expertise and media selection options.

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 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 ELECTRONIC ONLY*****

QUESTIONS?

If you have any questions on package submission you may contact 720-847-9302/DSN 847-9302 or email to the below email addresses. If you have any position related questions please contact the selecting supervisor.

E-MAIL APPLICATIONS TO MPS:

matthew.b.mensch.mil@mail.mil
Lydia.L.Hanson.mil@mail.mil;
ada.a.ponder.mil@mail.mil;
julia.p.warner2.mil@mail.mil

OR

SUBMIT SECURE APPLICATIONS VIA SAFE ACCESS FILE EXCHANGE (SAFE) <https://safe.arl.army.mil/>

matthew.b.mensch.mil@mail.mil
Lydia.L.Hanson.mil@mail.mil;
ada.a.ponder.mil@mail.mil;
julia.p.warner2.mil@mail.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.