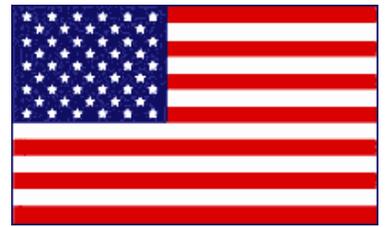




PORTLAND VA MEDICAL CENTER

Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics
Salem, OR Bend, OR
Camp Rilea (Warrenton, OR)
Hillsboro, OR East Portland, OR



NOTICE OF VACANCY

1. Announcement Number MP-10-0099-PP	2. Title, Series, Grade, Salary Claims Assistant (40058A/40059A) GS-998-5/6 \$33,013 to \$47,837 per annum (Based on full-time employment)	3. Tour of Duty 7:30 am – 4 pm M-F	4. Duty Station Business Office, Vancouver Division
5. Type & Number of Vacancies Permanent 3 Full-time positions	6. Contact Human Resources Assistant 503-273-5236	7. Opening Date 2/25/2010	8. Closing Date 3/18/2010

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.

MAJOR DUTIES:

Incumbent serves as one of several Fee Claims Specialists of the Fee Office at the Vancouver division of the Portland VA Medical Center. The incumbent is responsible for preparing authorizations for non-VA healthcare, in addition to certifying claims for payment for non-VA healthcare. There are several processes involved in these duties. Incumbent is a member of team of employees working to serve the veteran population to provide healthcare at non-VA facilities. Incumbent reports to the Fee Supervisor, who reports to the Fee Manager and all are a unit of the Business Office. Duties include, but are not limited to: Receives and processes applications or requests for non-VA medical treatment. Ensures the legal requirements governing eligibility and entitlement to Fee Basis care are met. Makes or assists in making the determination as to the patient's eligibility for benefits. Counsels patients, their families, and agency employees on entitlement to Fee Basis benefits. Interprets Fee Basis policies to patients, their families, agency employees, and veterans organizations. Renders decisions on eligibility for Fee Basis care and reviews requests for care from healthcare providers. Documents all determinations. Certifies invoices for payment. Uses multiple payment methodologies for processing accurate payment. Prepares correspondence to veterans, their families, members of Congress on specific claims. Assists veteran and claimants with appeals process by following guidelines including gathering of documents, preparing requests for reconsideration and preparing Statements of the Case. Provides information and guidance to agency employees as requested.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-998, Claims Assistance and Examining series apply and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

Specialized Experience: At least one (1) year of specialized experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable with specialized experience must have been equivalent to at least the next lower grade level. Specialized experience includes, but is not limited to administrative support and/or assistance for veterans, benefits, and/or claims services.

Substitution of Education for Experience: GS-5; successful completion of at least four (4) years of above high school education obtained through an accredited business, secretarial or technical school, junior college, college or university. **GS-6**, generally not applicable. If using education as a substitute for experience, please submit a copy of your college transcripts with application packet.

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:

1. Skill in interpersonal relations and diplomacy in dealing with both internal and external customers.
2. Ability to manage multiple tasks with competing priorities in a timely manner, organize personal work flow to meet unit standards and assignment as given.
3. Knowledge and skill utilizing various software applications including basic DOS, Microsoft Office, and others as

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applicable.

4. Ability to determine and ensure legal requirements governing eligibility and entitlements are met as well as applying multiple payment methodologies to process accurate payments.
5. Ability to communicate effectively with a diverse population of both internal and external customers orally and in writing.

CONDITIONS OF EMPLOYMENT:

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.

This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.

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 agency. The decision on granting reasonable accommodation will be on a case-by-case basis

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

Portland VAMC Permanent Employees must submit:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 3/25/2010)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due 3/25/2010)
4. MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

All application packets must be received in Human Resources by Close of Business (COB) on 3/18/2010 (except as noted above). Application forms may be obtained in Human Resources Office or on our internal website.

<http://vaww.portland.med.va.gov/Departments/CFO/HR/>

Applications may be mailed to:

Portland VA Medical Center, P4HRMS

Attn: MP-10-0099-PP

PO Box 1034

Portland, OR 97207

Or brought in person to:

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**