



**PORTLAND VA MEDICAL CENTER**  
**LOOKING FOR STUDENTS!!!**  
**Patient Services Assistants \$15.50 per hour**  
**2 temporary part-time positions available**  
**Located at the Vancouver, WA Business Office**



**Eligible candidates:**

- U.S. citizens
- Currently enrolled in an educational program; High school diploma or General Equivalency Diploma (GED), Vocational/Technical certificate, Associates degree, Baccalaureate degree, Graduate or Professional degree.
- Must be attending at least part-time as determined by the school.

**Position:**

As a Patient Services Assistant the incumbent will perform clerical work in support of the care and treatment given to patients such as receiving patients or maintaining patient files; work administering or advising on medical record systems; or work maintaining medical records in a ward, clinic, or other such unit of a medical facility. Responds to technical questions regarding patient rights, responsibilities, and medical eligibility for care. Makes patient appointments and/or makes or assists in making the determination as to the patient's eligibility for benefits. Receives, schedules, and routes patients applying for care. Assigns admitting patients to wards, notifying wards of pending admission. Enters no-show information for patients who fail to report for scheduled appointments, rescheduling patients as directed by the physician. Assembles and sets up medical records. Assures all appropriate lab/x-ray results are available prior to scheduled appointment. Determines the nature of the patient's medical care needs, questions, or complaints and answers questions, provides information, gives guidance, and initiates action as appropriate.

**Conditions of Employment:**

- If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.
- A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38 USC 7402(d) and 7407(d). 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:**

**All application packets must be received in Human Resources by Close of Business (COB) on 08/06/09.**

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume.
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
3. Copy of Academic Transcripts

*Applications may be mailed to:*  
Portland VA Medical Center, P4HRMS  
**Attn: STEP**  
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

**Contact:**

For questions please contact Human Resources Division at 503.273.5236 or email [pearl.phadungcharoen@va.gov](mailto:pearl.phadungcharoen@va.gov)