



PROMOTION and REASSIGNMENT OPPORTUNITIES

U.S. Department of Veterans Affairs Regional Office & Outpatient Clinic, Manila, Philippines

ANNOUNCEMENT NO.: [2014-19](#)

POSITION : Medical Administrative Program Specialist
LS-0301-7, Target 9
(1 or more Full-time permanent position)
***This position is budgeted under the Local Compensation Plan**

LOCATION : Business Office Division
US Department of Veterans Affairs
Manila Regional Office & Outpatient Clinic

SALARY RANGE : P382,034 to P854, 199 per annum

OPENING DATE : June 2, 2014

CLOSING DATE : extended until June 20, 2014

AREA OF CONSIDERATION : **All Interested Candidates
(Philippine Residents only)**

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent interprets VA rules and regulations relating to determining legal entitlement to benefits relating to hospital admission, dental, outpatient care, patient transfer, beneficiary travel and compensation and pension examinations. Receives calls from private physicians and non-VA hospitals relative to authorization for care. Determines legal eligibility by information from records or by questioning caller and advises physicians on action to take. Processes applicants for medical care and benefits and determines eligibility for such benefits.

The incumbent is responsible for initiating and coordinating their own work, developing performance standards, resolving complaints, working with other medical administrative program specialists within the Business Office as well as staff throughout VA Manila Regional Office and Outpatient Clinic.

QUALIFICATION REQUIREMENTS

The applicant must have a minimum of one year specialized experience at LS-5 to qualify for LS-7. 1 full year of graduate level education may be substituted to one year specialized experience at LS-5. To qualify for LS-9, the applicant must have a minimum of one year specialized experience at LS-7 or master's degree or 2 full years of progressively higher level graduate education leading to such a degree may be substituted to one year experience at LS-7. Specialized experienced is defined as experience that equipped the

applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. Mission employees who are applying must have held their current position with at least 90 days from the closing date of the announcement (Circular 25-10-01).

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Candidates will be required to address the following KSAs during the selection/interview process:

(RATING FACTORS ARE USED DURING THE SELECTION PROCESS ONLY!)

Factor 1: Knowledge and skill in applying analytical and evaluative methods and techniques to issues concerning the efficiency and effectiveness of highly complex operations for the Business Office programs carried out by technical and administrative personnel.

Factor 2: Knowledge of organizations policies, and programs to resolve problems, identify sources of information and provide assistance.

Factor 3: Ability to use VA software packages, Veterans Integrated Software Technology Architecture (VISTA), Computerized Patient Record System (CPRS), Microsoft word, clinic-wide operations, Philippine and US Veterans Affairs directives and regulations pertaining to healthcare services. Must complete typing test and expected to type at 45 WPM with accuracy.

Factor 4: Ability to adapt to a high stress factor created by a diversity of technical requirements and resolution of problems from patients with unknown medical conditions including personality and behavioral problems.

Factor 5: Knowledge of administrative practices for effecting service operations involving areas of responsibility, communication, electronic records necessary for conducting in-depth studies and monitoring progress of activity within service areas.

Factor 6: Ability to communicate effectively, both orally and in writing with patients and their relatives and other health care personnel.

HOW TO APPLY

Applicants must submit the following documents:

- Covering letter that describes the applicants' eligibility and qualification and knowledge, skills and abilities that the applicants possess.
- Resume with complete experience and education details. Any other documentation (copies of diploma, transcript of records, licenses, copy of trainings, awards etc.) that addresses the qualification requirements of the position as listed above.
- VA Form 5-4078, Application for Promotion or Reassignment, indicating the position series and lowest grade level for which you wish to be considered (for VA Manila and Manila Mission employees only);

- VA Form 5-4667b, Supervisory Appraisal of Employee for Promotion **or** a copy of the latest JF-50/EPR - Employee Performance Report (for VA Manila and Mission employees only).
- Nepotism Form.
- Applications should be submitted electronically only **(via e-mail)** to vamanilahrm@va.gov (please send as Word/PDF attachment). For more information pertaining to this announcement, please call 550-3970. Applications must be received by the Human Resource Office no later than 4:00 p.m. on the closing date **June 20, 2014.**

SELECTION PROCESS

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate addresses the required qualifications above in the application. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. U.S. citizen applicants must attach a copy of their Alien Certificate of Registration, Immigrant Certificate of Residence or a Certificate of recognition as a dual citizen to be considered eligible for the position.

EQUAL EMPLOYMENT OPPORTUNITY

The Department of Veterans Affairs is an equal opportunity employer. Actions to fill this position will not be based on discriminatory factors that are prohibited by law. Selection will be made without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical handicap, age, membership or non-membership in an employing organization, personal favoritism or other non-merit factors.

Rimaann O.
Nelson

Digitally signed by Rimaann O. Nelson
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RIMAANN O. NELSON
Director