

**Narrative Statement Supplemental Form**  
**Medical Office Assistant, FSN-06/FP-08**

**Name:**

**Date:**

**INSTRUCTIONS:** Please use the right side column to explain in detail how you meet the qualification for this vacancy announcement. This information will be used to determine if you meet the required qualifications for this position.

<i>Qualification requirements</i>	<i>My qualifications and how they meet the vacancy announcement requirements.</i>
Graduation from a secondary educational institution, the equivalent of an American high school diploma is the minimum requirement. Documentation of tertiary education with emphasis on medical or nursing such as diplomas or certificates of completion are also acceptable.	
One year of experience in direct patient care, medical office work, medical clinic or hospital work is required. Experience with medical records, supply requisition and medication nomenclature is also required.	
Level III (Good working knowledge) in written and spoken English is required. Level IV (Fluency) in written and spoken Russian or Tajik is required. Language proficiency will be tested.	
Possession of medical, procedures, medical documentation and medical diagnosis knowledge is required.	
Basic triage skills at the front desk to identify the severity of a presenting medical compliant are required.	
The ability to use telephone, copy machine, fax, scanner, computer, cell phone and file cabinet is required.	