

Revised May 2013	DEPARTMENT OF THE NAVY, CNREURAFSWA, HUMAN RESOURCES OFFICE ROTA, SPAIN U.S. JOB OPPORTUNITY ANNOUNCEMENT			
	Announcement No.	LR-27-13MJ	Number of Vacancies	1
	Position Title	Medical Data Technician, GS-0640-05		
	Opening Date	28 May 2013	Closing Date	4 June 2013
	Salary Range (DOLLAR)	\$27,431-\$35,657 Per annum	Work Schedule	FULL TIME PERMANENT
	Job Location	Directorate for Administration. Patient Administration Department. U.S. Naval Hospital, Rota, Spain		
How To Apply	Please read Instructions For U.S. Citizen Local Announcements located at http://www.cnrc.navy.mil/rota . Provide your application and required documentation to the Human Resources Office, Bldg 1, Naval Station Rota. It is the applicant's responsibility to verify that documents submitted are received, legible, and accurate. All documents must be received on/or before the close of business on the closing date of the announcement.			
Who May Apply	<p>U.S. citizens residing in the Rota commuting area who meet one or more of the following conditions:</p> <ol style="list-style-type: none"> 1) Military Spouse and DoD Family members of active duty military and civilian employees officially assigned to NAVSTA Rota and tenant commands and eligible for Schedule A 213.3106(b)(6) appointment 2) Current Federal employees serving under career/career conditional appointment and Reinstatement Eligibles 3) Veterans who have been discharged or released from active duty in the Armed Forces (as defined in 5 U.S.C. 2101 (2)), under honorable conditions, who are eligible for Veterans' Recruitment Appointment (VRA) or Veterans Employment Opportunities Act (VEOA) appointment(s). <p>NOTE: The NATO SOFA and Agreement on Defense Cooperation (ADC) between Spain and the United States are applicable, when determining eligibility. If you have resided in Spain more than ninety (90) days as an ordinarily resident, you must comply with Spanish immigration laws and regulation and are not eligible for appointment for U.S. appropriated fund vacancies, with NAVSTA Rota and Tenant Activities.</p>			
About the Job	This position is located in the Inpatient Records Office, Patient Administration Department. The incumbent interprets and transcribes dictation by physicians and other healthcare professionals regarding patient assessment, workup, therapeutic procedures, clinical procedures, diagnosis, prognosis, etc., in order to document patient care and facilitate delivery of healthcare services. Incumbent will review/edit physician transcribed reports. Applies extensive knowledge of medical terminology and medical documentation requirements, to prepare comprehensive, accurate, and medically acceptable patient treatment records. Assists translations with various reports and data input. Identifies daily Inpatient Professional Service (IPS) encounters, Ambulatory Procedure Visits (APV) encounters, and monthly audit encounters ensuring content and format are correct before submitted to coder and/or scanning and sending documents to contract coding company. Ensures returned data is entered into the appropriate systems. Verifies medical situation described and ensures accuracy medico-legal appropriate physician for clarification or resolution. Ensures that the final product meets established medical, legal, accreditation or organizational requirements before it is sent to the appropriate physician for approval and signature.			
OPM Qualification Requirements	<p>http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0600/health-aid-and-technician-series-0640/ and http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards</p> <p><u>BASIC REQUIREMENTS – EDUCATION AND TRAINING:</u> Successful completion of a full 4 year course of study leading to a bachelor's degree, with major study or at least 24 semester hours in subjects directly related to the position (include transcripts).</p> <p><u>OR</u> <u>EXPERIENCE:</u> One (1) year of specialized experience equivalent to at least the GS-4. Specialized experience includes support duties to medical or health personnel such as audiologists, speech pathologists, medical officers, and optometrists. Therefore, technician experience is experience that required application of the knowledge, methods, and techniques of the position to be filled.</p>			
Pertinent Information	<ol style="list-style-type: none"> 1. Selectee is required to participate in the Department of Defense direct deposit of pay program. 2. This position requires successful completion of a physical examination/immunizations. 3. This position requires successful completion of an Access National Agency Check. 			
Application Status	For inquiries regarding job application status, please call HRO, 956 821 643 or DSN 727-1643, Monday through Friday, 0800-1600 , at least 7 business days after the closing date of the announcement. Applicants who provided an email address listed will be notified of status electronically.			
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DEPARTMENT OF THE NAVY, CNREURAFSWA, HUMAN RESOURCES OFFICE

INSTRUCTIONS FOR U.S. CITIZEN LOCAL ANNOUNCEMENTS IN ROTA, SPAIN

HOW TO APPLY

- Applicants are strongly encouraged to develop their resume in the USAJOBS system (<https://usajobs.gov>) which allows you to print your completed resume and optimize your consideration for vacancies.
- Applications will only be accepted if there is an open vacancy. Vacancy announcements are posted on the Human Resources Office bulletin board and HRO website at: <http://www.cnic.navy.mil/rota>.
- Applications/resumes and other attached forms will not be returned.

CHECKLIST

NOTE: FAILURE TO PROVIDE COMPLETE INFORMATION MAY CAUSE YOU TO BE DETERMINED INELIGIBLE.

- It is the applicant's responsibility to ensure your resume/ application contains the following information:
1. (1) Announcement Number; (2) Title & Grade(s); (3) Full name; (4) Social Security number; (5) Mailing address; (6) Day and Evening phone number; (7) Country of Citizenship; (8) Veteran's preference; (9) Reinstatement Eligibility; (10) Highest Permanent Federal Civilian grade held; (11) Education (highest level); (12) High School name/ mailing address of High School/ Date of Diploma or GED; (13) Accredited colleges and universities attended with total credits earned, major and/ or minor.

Give the following information for your paid and non-paid work experience related to the job you are applying for: (1) Job Title (include series and grade if Federal job); (2) Started and ending dates (MM/YY); (3) Hours per week and whether it was full time or part time employment; (4) Salary; (5) Employer's name and address; (6) Supervisor's name and phone number (indicate if we can contact supervisor); (7) Detailed description of duties with percentages of time spent, and accomplishments. (DO NOT ATTACH A JOB DESCRIPTION).

2. Family Member Status Form (**Mandatory**)
3. Sponsors PCS orders – **Navy orders MUST include a copy of member's Page 13 or Page 2 showing command sponsorship of applicant. Marine, Air Force, Army and Civilian orders must also list the applicant as an authorized dependent (Mandatory)**
4. College Transcripts (**if qualifying on basis of education**) from an Accredited U.S. college/ School
5. Copy of most recent Notification of Personnel Action (**SF-50**) (if claiming federal status)
6. DD-214 Record of Discharge, Member-4 copy (**if claiming Veteran's Preference**)
7. Copy of all pages of U.S. Passport (i.e. tourist) (**Mandatory** if not command sponsored)

GENERAL INFORMATION

- Filing this position is subject to the requirements of the DOD Priority Placement Program.
- Qualifications and any other regulatory requirements for placement must be met by the announcement closing date.
- Applicants are advised that submission of applications using government paid postage envelopes is not considered official business and is a violation of OPM and postal regulations.
- It is the responsibility of the **applicant** to provide all information necessary to make a qualification determination by listing applicable work experience, awards, training, education, etc.
- Additional information or documentation will **NOT** be accepted after the announcement closing date.

APPLICANT CERTIFICATION

Applicants must be prepared to certify that all of the information on and attached to their application is true, correct, and complete. False or fraudulent information presented in the application may be grounds for not hiring or immediate termination, and may be punishable by fine or imprisonment.

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Applications will receive consideration without regard to political, labor organization affiliation/ non-affiliation, marital status, race, color, sex, sexual orientation, national origin, religion, age and/ or physical handicap.