

PERSONNEL SERVICE COPY

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <small>Explanation (Show any positions replaced)</small>			3. Service New <input type="checkbox"/> Dept'l <input type="checkbox"/> Field <input checked="" type="checkbox"/> Other <input type="checkbox"/>		4. Employing Office Location VAMC, Miami, Fl.		5. Duty Station Miami, Florida		1. Agency Position No. 2564	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt			8. Employment/Financial Stmt Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		6. CSC Certification No.		13. Competitive Level Code 393	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify)			11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> Critical <input type="checkbox"/> Noncritical <input checked="" type="checkbox"/> Nonsensitive		14. Agency Use 0087			

Redescription of P.D. #2564A

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office	<i>Medical Data Clerk</i>	<i>GS</i>	<i>303</i>	<i>5</i>		<i>2/20/87</i>
e. Recommended by Supervisor or Initiating Office	Medical Data Clerk	GS	303	5		

16. Organizational Title of Position (if different from official title) Statistical Clerk	17. Name of Employee (if vacancy, specify) Myles P. Werner
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18. Department, Agency, or Establishment Veterans Administration		c. Third Subdivision Medical Information Section	
a. First Subdivision Medical Center		d. Fourth Subdivision <i>Information & Review Unit</i>	
b. Second Subdivision Medical Administration Service		e. Fifth Subdivision	

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position. Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Myrtice F. Pittman, RRA, Asst. Chief MIS		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) E.J. Kampka, Chief, Medical Administration Svc	
Signature <i>Myrtice F. Pittman</i>	Date <i>1-9-87</i>	Signature <i>E.J. Kampka</i>	Date <i>1/20/87</i>

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U. S. Code, in conformance with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.		22. Standards Used in Classifying/Grading Position <i>GS 303 Series 179</i>	
Typed Name and Title of Official Taking Action Wayne E. Johnson, Chief, Personnel Svc.		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.	
Signature <i>Wayne E. Johnson</i>	Date <i>1/20/87</i>		

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier	<i>mf</i>	<i>2/16/87</i>								

24. Remarks

STATISTICAL CLERK

I. PRINCIPAL DUTIES AND RESPONSIBILITIES

A. INTRODUCTION

The compilation of information is the primary task of the Statistical Clerk. This information comes from numerous areas within the hospital and it is vital that it is recorded accurately and quickly.

The incumbent is responsible for collecting, computing, compiling, preparing and distributing inpatient, outpatient, and Nursing Home Care unit workload statistical information for the Chief, Medical Administration Service for forwarding to the Veterans Administration Central Office, the Regional Medical Director, and hospital management on a timely basis. Interprets Veterans Administration regulations, instructions, and policies relating to statistical procedures and applies this knowledge to the preparation of statistical reports and computations that are necessary to hospital management for:

- (1) Budgeting, planning, projecting, and analyzing hospital operations.
- (2) Application for and continuation of approval of residency programs by the American Medical Association.
- (3) Joint Commission on Hospital Accreditation Surveys and compliance with Standard IV for Medical Records Service.
- (4) Submission of Automated Management Information System segments 334 to 341 monthly and quarterly reports.

Since patient workload statistical reporting is centralized and controlled by the Statistical Unit, is responsible for coordinating the collection, preparation, and distribution of patient workload reports for other sections of Medical Administration Service to other services of the hospital, and the Management Analyst.

B. DUTIES

1. Every workday: Reviews the ward morning roster from each ward to verify corrections and accuracy of roster; screens all census corrections to Gain and Losses Sheet and when discrepancies exist, traces the error, decides upon the method of correction, and initiates the appropriate correction into the computer. Maintains statistical cards received from bed control which are used to establish the log on 21 day certification, alcohol-drug, and SCI; verifies accuracy of the ward rosters and any transactions that occur during irregular tour of duty that will affect the hospital census, maintains aid and attendance forms completion system.

Correction procedures require daily communication with the Medical Administration Assistants and with the ward secretaries and nurses who maintain the ward roster.

2. Is responsible for the Cardiac Pacemaker Registry. This Registry is an automated data processing system designed to provide specific information on patients in receipt of permanent cardiac pacemakers. The information provided by the Registry will serve to identify, follow-up, and monitor pacemaker recipients and the performance of their pacemakers.

The Cardiac Pacemaker Registry reference slips, which represents events which occur on the first day through the last day of any month will be forwarded to the Data Processing Center (Washington, D.C.) no later than the fifth work-day of the following month.

3. Is responsible for calculation, tabulation auditing, review verification and timely submission of the Automated Management Information System monthly reports, Segments 334 through 341 and 223 Outpatient AMIS and monthly report RCS 14-4 (cost Accounting) through the Chief of Medical Administration Service. Other quarterly reports include the Specialized Medical Service, Spinal Cord Injury. No discrepancies are permitted on these reports. Auditing of these segments must be done according to audit criteria set forth in M.P. 6 - Part 6 prior to submission of the data to the computer. Identifies errors on AMIS computer printouts and resubmits the corrected data to the Management Analyst promptly.
4. Orients and trains hospital personnel in hospital statistics as assigned.
5. Acts as reports coordinator to insure timely submission of monthly reports, RCS 10-0055, Flash Report C-62, 7400 Inpatient Hospital Care, RCS 10-210, Spinal Cord Injury, which are submitted to the Veterans Administration Central Office. Provides hospital statistics to internal management who in turn use these statistics to prepare reports needed for their offices.
6. Screens admitting cards for service connected veterans who must have 21 day certifications completed during their hospitalization. Checks the correspondence folders for service connected disabilities. When eligibility is available a request for 21 day certification is prepared and forwarded to the applicable ward for the doctor to certify that their patient required 21 days of continuous hospitalization for his service connected disability and list diagnosis. If hospitalization was required for a service-connected disability, prepares a VA form 7132, obtains the signature of the Chief or Assistant Chief, Medical Administration Service, and forward to the appropriate Veterans Administration Regional Office. If eligibility is not in the correspondence folder, must request eligibility from the Ambulatory Care and Processing Unit. Must screen 21 day certifications to determine if hospital diagnosis provided by the patient's physician are the same as the service connected disability or whether clarification must be obtained from the physician as to the relationship to service connected disability.
7. Prepares regular and special reports for internal management and hospital community in accordance with written or verbal instructions from the Chief or Assistant Chief, Medical Administration Service. Included in these reports is the regular monthly and cumulative Patient Workload Data Report.

For this particular report, the ability to compute rates and percentages is essential as the turnover rate, average length of stay, average daily census must be computed for each ward including the Nursing Home Care Unit for the month and fiscal year. This report is used by the hospital administrative and professional services in compiling reports for Veterans Administration Regional and Central Offices.

A versatile knowledge of hospital statistics and their application is required and the ability to compute rates, percentages, such as average daily census, turnover rate, average length of stay, bed occupancy rate, percentage of increase and decrease is necessary.

8. Is responsible for calculation, tabulation, auditing, verification and timely submission of the Automated Management Information System segments 313 and 317. Segment 317 pertains to the alcohol dependence treatment by hospital staff other than the Drug Dependency Unit. Segment 313 concerns the drug dependence treatment furnished our patients by professional staff members other than staff of the Drug Dependency Unit.

II. KNOWLEDGE REQUIRED FOR THE POSITION

- 1) Excellent basic math for various computations, including percents.
- 2) Must know how to use the CRT.
- 3) How to operate adding machine and calculator.
- 4) Must have a good knowledge of the application of statistical methods and techniques and the ability and originality to develop patterns for compilation and evaluation of statistical data.
- 5) Good knowledge of medical terminology, codes and nomenclature pertaining to hospital treatment.
- 6) Requires basic typing skills, a qualified typist is not required.
- 7) Knowledge of the record room (Re: patient discharges, tracking down charts for 7131 completion)

III. SUPERVISORY CONTROLS OVER THE POSITION.

Under the direct supervision of the Assistant Chief, Medical Information Section, and general supervision of the Chief, Medical Information Section, but provides staff assistance to the Chief and Assistant Chief, Medical Administration Service. Supervisor makes initial assignments, gives general instructions about their purpose and use, form of presentation and date objectives of the assignment or project. Incumbent works largely on his own initiative in applying the methods, procedures and techniques, in his work. Work is reviewed for logic, adequacy of usage, use of proper techniques, consistency and conformity to the procedures.

IV. GUIDELINES

VA Manual MP-6 with the various supplements.
Schedule for rating disabilities.
Medical Center Policies.

V. COMPLEXITY

The duties of the statistical clerk are both routine and complex. Daily tasks, such as the 21 day certification, Spinal Cord Injury log book, are fairly routine with a minimal degree of complexity; yet they require a maximum amount of accuracy.

The monthly reports also follow the same pattern. They range from the simple, e.g. the Nutrition Report, which requires a copy to be made and then delivered to Dietetic Service; to the complex, e.g. the M.A.S. report. This report requires much computation base upon figures garnered from various other reports. The M.A.S. report calls for precise computation. Mistakes made in either of the four reports which are necessary for this (M.A.S.) report could result in erroneous figures. Communication with the Contract Hospital clerk is also necessary.

One of the complexities of the statistical clerk job is that when a department requests information of a specific nature, the incumbent must know where to go to compile this information to present it in a neat and concise manner.

VI. SCOPE AND EFFECT

Budgeting and planning are based upon the figures compiled by the statistical clerk. Errors can be costly to the facility. Although the statistical clerk reports to the Assistant Chief, MIS, responsibility for the work rests solely upon the clerk.

Accuracy and timeliness are necessary. Many of the monthly reports are used by the Chief, MAS in preparation of reports, others are sent to the Regional Office and have to meet deadlines.

VII. PERSONAL CONTACTS

Contacts range from the Chief, MAS and continue on down to the Ward Clerks. They include phone contact with the Regional Office, both satellite clinics, outside organizations requesting statistical information, professional staff in the hospital, physicians, occasional contact with veterans, and other Medical Center employees.

VIII. PURPOSE OF CONTACTS.

The reasons for contact are about as diverse as the number of contacts. While many people call for statistical information, others call for patient information. Sometimes the calls are for changes in beds, wards, physician codes. Each one is different from the rest. At all times speed, accuracy and diplomacy should be maintained.

IX. PHYSICAL DEMANDS

The work is sedentary. There is some pulling of records, walking, standing and bending.

X. WORK ENVIRONMENT

The work is performed primarily in an office setting.