

HIMS COPY

3449A

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. REASON FOR SUBMISSION <input type="checkbox"/> REDESCRIPTION <input type="checkbox"/> NEW <input type="checkbox"/> REESTABLISHMENT <input type="checkbox"/> OTHER <i>(Show any positions replaced)</i>		3. SERVICE <input type="checkbox"/> HDQTRS. <input checked="" type="checkbox"/> FIELD	4. EMPLOYING OFFICE LOCATION VA Medical Center	5. DUTY STATION Phoenix, AZ	1. AGENCY POSITION NO. 04501A	6. OPM CERTIFICATION NO.
7. FAIR LABOR STANDARDS ACT <input type="checkbox"/> EXEMPT <input checked="" type="checkbox"/> NONEXEMPT		8. FINANCIAL STATEMENTS REQUIRED <input type="checkbox"/> EXECUTIVE PERSONNEL FINANCIAL DISCLOSURE <input type="checkbox"/> EMPLOYMENT AND FINANCIAL INTERESTS		9. SUBJECT TO IA ACTION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
10. POSITION STATUS <input checked="" type="checkbox"/> COMPETITIVE <input type="checkbox"/> EXCEPTED <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. POSITION IS: <input type="checkbox"/> SUPERVISORY <input type="checkbox"/> MANAGERIAL <input checked="" type="checkbox"/> NEITHER		12. SENSITIVITY <input checked="" type="checkbox"/> 1-NON-SENSITIVE <input type="checkbox"/> 3-CRITICAL SENSITIVE <input type="checkbox"/> 2-NON-CRITICAL SENSITIVE <input type="checkbox"/> 4-SPECIAL SENSITIVE		
13. COMPETITIVE LEVEL CO X02		14. AGENCY USE				

Reclassified due to VACO consistency review dated 3/11/08.

15. CLASSIFIED/GRADED BY	OFFICIAL TITLE OF POSITION	PAY PLAN	OCCUPATIONAL CODE	GRADE	INITIALS	DATE
A. U.S. OFFICE OF PERSONNEL MANAGEMENT	FILE CLERK	GS	0305	4	JL	4-2-08
B. DEPARTMENT, AGENCY OR ESTABLISHMENT						
C. SECOND LEVEL REVIEW						
D. FIRST LEVEL REVIEW	FILE CLERK	GS	0305	4	JL	4-2-08
E. RECOMMENDED BY SUPERVISOR OR INITIATING OFFICE						

16. ORGANIZATIONAL TITLE OF POSITION <i>(if different from official title)</i> File Clerk		17. NAME OF EMPLOYEE <i>(if vacant, specify)</i>				
18. DEPARTMENT, AGENCY, OR ESTABLISHMENT Department of Veterans Affairs		C. THIRD SUBDIVISION File Room Scanning				
A. FIRST SUBDIVISION Phoenix VA Health Care System		D. FOURTH SUBDIVISION				
B. SECOND SUBDIVISION Health Information Services		E. FIFTH SUBDIVISION				

19. EMPLOYEE REVIEW - This is an accurate description of the major duties and responsibilities of my position.

SIGNATURE OF EMPLOYEE *(optional)*

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 TITLE OF IMMEDIATE SUPERVISOR Gwen Thomas, Chief, HIMS		B. TYPED NAME AND TITLE OF HIGHER-LEVEL SUPERVISOR OR MANAGER <i>(optional)</i> Rick Bard, Chief, HAS	
SIGNATURE <i>Gwen Thomas</i>	DATE 4/1/08	SIGNATURE <i>Rick Bard</i>	DATE 4/3/08

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 U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

22. POSITION CLASSIFICATION STANDARDS USED IN CLASSIFYING/GRADEING POSITION
1) PCS for Mail and File Series, GS-0305 2) VACO Position Classification Consistency Review Memorandum dated 3/11/08

TYPED NAME AND TITLE OF OFFICIAL TAKING ACTION
Jennifer Nemcek, Human Resources Intern

SIGNATURE
Jennifer Nemcek

DATE
4-2-08

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 U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. POSITION REVIEW	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE
A. EMPLOYEE <i>(optional)</i>										
B. SUPERVISOR										
C. CLASSIFIER										

24. REMARKS

POSITION DESCRIPTION

File Clerk, GS-0305-4

Ref: Position Classification Standard for Mail and File Series, GS-0305, TS-34 January 1979, TS-27 May 1977

INTRODUCTION

Incumbent works in the File Room Scanning Section in Health Administration Services at the Phoenix VA Health Care System in Phoenix, AZ.

MAJOR DUTIES AND RESPONSIBILITIES

Performs duties related to the receipt, scanning, indexing, and destruction of health and administrative information for the File Room Scanning Section. The incumbent will interface with personal computer (PC) applications, as well as numerous DHCP/VISTA applications.

Directly responsible for pulling and retrieving medical records for other indirect patient care activities i.e., research, quality management, external peer reviews, utilization review, etc.

When records are received, the incumbent will ensure that all necessary health/administrative information are integrated into Computerized Patient Record System (CPRS) through PC scanning hardware and Vista Imaging software. After the scanning and indexing process is complete, the incumbent will ensure all files are stored by date scanned and reference lots are properly maintained. Assists Supervisor/Team Leader in all activities specifically related to the creating and retiring of Consolidated Health Records (CHR) to the Federal Records and Archive Center.

The incumbent will maintain a daily productivity log of scanning and indexing activities. The productivity log will be provided to the Supervisor or Team Leader of the File Room Scanning Section by the next workday.

Is responsible for tracking, retrieving and performing follow-up activities on medical records charged-out of the File Room needed for walk-in or scheduled appointments. Performs all re-charge and Vista activities associated with the Record Tracking Program. The incumbent will maintain a record request database. The incumbent will conduct follow-up activities which require tact and persistence when information is not received in a timely fashion. Timeliness, accuracy, and organizational skills are essential to ensure that information becomes available for patient care. Communication skills are required to properly coordinate record transfer, record follow-up, and record scanning and indexing functions with File Room team members.

When a transfer is received, the incumbent will determine the urgency of the request. If the request is urgent, the incumbent will work with Release of Information staff to fax information to the receiving facility. If the request is routine, the incumbent will print from DHCP all necessary information and mail to the receiving facility.

Incumbent arranges records for storage/reference, scheduled disposition, and retrieval. Determines file retention and disposal including determining applicable authorities, screening, and preparation of files for retention and disposal.

Incumbent sorts loose medical record documents received daily; scans and indexes material accordingly, on a timely basis and within established guidelines; and makes the proper disposition of documents for unavailable records. Maintains the individual records. Re-files medical records on open shelving units of the File Room, or when appropriate, the Secondary File Room, in accordance with the terminal digit filing system.

The incumbent must be flexible in order to undertake a variety of miscellaneous duties as assigned by the Supervisor or Team Lead.

FACTOR 1 – KNOWLEDGE REQUIRED BY THE POSITION

The incumbent must have an excellent knowledge of multiple systems and current computer technology regarding imaging applications, PC Fax applications, and numerous DHCP applications. Incumbent utilizes computer skills to carry out duties associated with transferring information and maintaining a record request file.

The incumbent must be conscientious regarding the confidentiality of the variety of material that will be handled.

Knowledge of filing sequence of both administrative and medical records is necessary to properly index and scan information into Vista Imaging.

Knowledge of functions and procedures of several areas of the Medical Center is necessary to properly coordinate the informational needs of team members.

FACTOR 2 – SUPERVISORY CONTROLS

Work is performed independently according to established guidelines and procedures. The Team Lead or Supervisor of the File Room advises the incumbent of any changes in established procedures.

Incumbent identifies and suggests solutions to problems with the transferring and receiving of information to/from other health care facilities.

Assists the Supervisor, or designee, as needed in training and answering questions concerning information processing procedures.

The Supervisor, or Team Lead, is available for consultation in difficult situations.

FACTOR 3 – GUIDELINES

Written guidelines include M1, Part I, Chapter 5; M1, Part I, Chapter 9; the Privacy Act of 1974; and numerous technician and user manuals on PC applications. Oral technician guidance on past experience is also provided where no precedents exist. Employee uses initiative and judgment in selecting the most appropriate to a specific situation. Numerous public laws applicable to the Health Information Management Section are used as guides to determine who may have access to the material and to what extent access is allowable.

FACTOR 4 – COMPLEXITY

Computer skills are necessary to carry out duties associated with the transferring of information to other health care facilities (VA facilities and private hospitals) and other third parties; maintain a request maintenance file, and utilize PC applications to maintain valid data.

Incumbent must be organized to correctly prioritize information requests and perform follow-up activities.

FACTOR 5 – SCOPE AND EFFECT

The purpose of this position is to provide paper and scanned medical documents to the medical center timely and accurately. The incumbent assists in retrieving paper and scanned medical records for treatment, social services, eligibility determinations, support of claims for compensation and pension, etc. The presence or the absence of the medical record directly affects the level of clinical treatment and services the veteran receives. This essentially defines the position as a “direct patient care” administrative position.

FACTOR 6 – PERSONAL CONTACTS

Personal, telephone, and electronic contacts are with employees of all levels of the clinical and administrative staff throughout the Medical Center, veterans and their families, and other health care facilities.

FACTOR 7 – PURPOSE OF CONTACTS

Contacts are for the purpose of obtaining the expeditious delivery of medical records of patients in need of care or for some medico-legal or administrative problem requiring resolution. Acquiring or sending information to and from other health care facilities for direct patient care and answering questions on scanned medical documentation.

FACTOR 8 – PHYSICAL DEMANDS

The work requires a great deal of standing, bending, stretching, walking, lifting, and pulling. However, some portions may be sedentary at times.

FACTOR 9 – WORK ENVIRONMENT / SAFETY

Work is performed in an office setting in Medical Records File Room within this Medical Center. The employee has available for his/her use, back supports and carts that can be used for various filing and delivery activities. Also, the employee is responsible for attending all annual fire/safety protection classes available.

FACTOR 10 – INFORMATION SYSTEMS SECURITY

In the performance of official duties, the incumbent has regular access to printed and electronic files containing sensitive data which must be protected under the provisions of the Privacy Act of 1974 and other applicable laws, Federal regulation, VA statutes and policy. VHS&RA Policy: The incumbent is responsible for: 1) protecting data from unauthorized release or from loss, alteration, or unauthorized detection; and, 2) following applicable regulations and instructions regarding access to computerized files, release of access codes, etc. as stated in a computer access agreement which the incumbent signs.

EVALUATION STATEMENT

Recommended Classification: File Clerk, GS-0305-04
Organizational Location: VAMC, Phoenix, AZ
References: PCS for Mail & File Series, GS-0305, TS-34 (1/79).

Background: A review of this position was conducted in accordance with an OPM mandate. The incumbent performs duties related to the receipt, scanning, indexing and destruction of health and administrative information for the File Room Unit. The incumbent will interface with personal computer applications, as well as, numerous DHCP/VISTA applications..

Determination of Series and Title: The GS-305 series covers positions involving the administration, supervision or performance of clerical work related to the processing of incoming or outgoing mail and/or the systematic arrangement of records for storage or reference purposes the scheduled disposition of records, and the performance of related work when such duties require the application of established mail or file methods and procedures, knowledge of prescribed systems for governing the flow and control of communications, and/or the filing or storage and retrieval of records, and knowledge of the organization and functions of the operating unit or units serviced. Therefore, the GS-305 series is the appropriate series for this position.

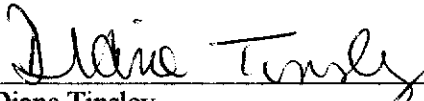
The organizational title for this position is File Clerk.

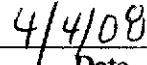
Determination of Grade: The FES for the File Clerk series, GS-0305 is used to evaluate the grade for this position.

FACTOR EVALUATION SYSTEM POINTS RATINGS

Evaluation Factors	Points	Level
1. Knowledge Required by the Position	350	1-3
2. Supervisory Controls	125	2-2
3. Guidelines	125	3-2
4. Complexity	75	4-2
5. Scope and Effect	75	5-2
6. Personal Contacts	25	6-2
7. Purpose of Contacts	20	7-1
8. Physical Demands	20	8-2
9. Work Environment	5	9-1
Total Points	820	
Grade Conversion (Range 655-850)	GS-04	

Conclusion: The proper title and series is File Clerk, GS-0305-04.


Diane Tinsley
HR Specialist (Classification)


Date

Department of Veterans Affairs POSITION RISK AND SENSITIVITY LEVEL DESIGNATION

STATION NUMBER/ORGANIZATION
 44 / PHOENIX VA HEALTHCARE SYSTEM

SUBJECT NAME (Optional) POSITION TITLE/GRADE POSITION DESCRIPTION NUMBER (PD #)
 FILE CLERK, GS-305-04 4501A

NOTE: Each position within VA requires a designation of its risk or sensitivity level as described in VA Directive and VA Handbook 0710. Guidance for making such position risk and sensitivity designations is contained in VA Handbook 0710, Appendix A with Tables, and in 5 CFR sections 732.102 and 732.201.

STEP 1 - PROGRAM RISK LEVEL DESIGNATION (See VA Handbook 0710, Appendix A, Paragraph 2, and Table 1)

A. IMPACT ON EFFICIENCY OF SERVICE
 MAJOR
 SUBSTANTIAL
 MODERATE
 LIMITED

B. SCOPE OF OPERATIONS:
 WORLDWIDE
 GOVERNMENTWIDE
 MULTI-AGENCY
 AGENCY

C. PROGRAM RISK LEVEL
 MAJOR
 SUBSTANTIAL
 MODERATE
 LIMITED

STEP 2 - POSITION RISK POINTS See VA Handbook 0710, Appendix A, Paragraph 3; and Table 2

LINE NO.	RISK FACTOR	RISK POINTS
1.	Degree of Public Trust	3
2.	Fiduciary Responsibility	1
3.	Importance to Program	1
4.	Program Authority	1
5.	Supervision Received	1
6.	Total Risk Points (Sum of Lines 1-5) ▶	7

STEP 3 - POSITION SENSITIVITY LEVEL National Security Classified Information

NOTE: All positions must be evaluated for National Security considerations. Sensitivity levels do not replace risk levels, but are an addition to risk levels if applicable. See VA Directive 0710, paragraph 4, VA Handbook 0710, paragraph 2b; VA Handbook 0710, paragraph 4, VA Handbook 0710, Appendix A, paragraph 9 and 11; and 5 CFR Section 732.102.

SENSITIVITY LEVEL
 SPECIAL SENSITIVE
 NON-CRITICAL SENSITIVE
 CRITICAL SENSITIVE
 NONSENSITIVE

STEP 4 - RECOMMENDED ADJUSTMENT TO RISK LEVEL BY INFORMATION SECURITY OFFICER

NOTE: All positions are reviewed by Information Security Officer for access to VA information systems.

CONCUR WITH RISK LEVEL (See STEP 2)
 INCREASE RISK LEVEL TO: MODERATE RISK HIGH RISK

RISK LEVEL AS DETERMINED BY TOTAL RISK POINTS

HIGH RISK
 MODERATE RISK
 LOW RISK/NONSENSITIVE

JUSTIFICATION

SIGNATURE OF INFORMATION SECURITY OFFICER DATE (MM/DD/YYYY)

STEP 5 - ADJUSTMENTS TO POSITION RISK LEVEL

NOTE: Some positions, by the very nature of the duties and responsibilities, will require adjustments to risk level designations. See VA Handbook 0710, Appendix A, paragraph 5, Adjustments. Additionally, some positions may temporarily require access to sensitive national security classified information. Such access will factor into the adjustment of the position sensitivity designation. See VA Handbook 0710, Appendix A, paragraph 11.

Risk Level:
 NO ADJUSTMENT
 INCREASE RISK LEVEL TO:
 MODERATE RISK
 HIGH RISK

Sensitivity Level:
 NO ADJUSTMENT
 INCREASE SENSITIVITY LEVEL TO:
 NONCRITICAL SENSITIVE
 CRITICAL SENSITIVE
 SPECIAL SENSITIVE

STEP 6 - FINAL POSITION RISK/SENSITIVITY LEVEL DESIGNATION

FINAL POSITION RISK LEVEL
 HIGH RISK
 MODERATE RISK
 LOW RISK

FINAL SENSITIVITY LEVEL DESIGNATION
 SPECIAL SENSITIVE
 CRITICAL SENSITIVE
 NON-CRITICAL SENSITIVE
 NONSENSITIVE

SIGNATURE AND TITLE OF FINAL RISK/SENSITIVITY LEVEL DESIGNATOR DATE (MM/DD/YYYY)
 04/01/08