

POSITION DESCRIPTION (Please read instructions on the Back)

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other						3. Service <input type="checkbox"/> HQ/pts <input checked="" type="checkbox"/> Field		4. Employing Office Location VISN 6 - SALEM, VA		5. Duty Station SALEM, VA		1. Agency Position No. 1764	
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 Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) SES (CR)						11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code X01		14. Agency Use	
15. Classified/Graded by						Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management						Claims Assistant		GS		0998		05	
b. Department, Agency or Establishment						Claims Assistant		GS		0998		05	
c. Second Level Review													
d. First Level Review						Claims Assistant		GS		0998		05	
e. Recommended by Supervisor or Initiating Office						Claims Assistant		GS		998		6	
18. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)							

18. Department, Agency, or Establishment Department of Veterans Affairs		c. Third Subdivision Centralized Finance Service	
a. First Subdivision Veterans Health Administration		d. Fourth Subdivision Centralized Fee Unit	
b. Second Subdivision Mid-Atlantic Health Care Network (VISN 6)		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 BETTY J. PARKER FEE Network Manager		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) RICHARD J. SCHROEDER Chief, Centralized Finance Service	
Signature: <i>Betty J Parker</i>		Signature: <i>Richard J Schroeder</i>	
Date: 7/12/11		Date: 7/15/11	

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/Grading Position
OPM JFPCS GS-0900, Claims Assistance & Examining Series, GS-0998, 08/2001; OPM Classification Appeal Decision C-0998-05-02, dcd. 10/30/2002

Typed Name and Title of Official Taking Action
ROBBIN COPE, HR Specialist (Classification) VISN6

Signature: *Robbin Cope* Date: 8/1/2011

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
a. Employee (optional)								
b. Supervisor								
c. Classifier								

24. Remarks BUS Code: 1272 TIER 1, NACI, SP85

25. Description of Major Duties and Responsibilities (See Attached)
Position is assigned consistently with OPM Appeal decision C-0998-05-02

**Claims Assistant
GS-0998-05**

Introduction:

Position is located in the Mid-Atlantic Healthcare Network (VISN 6), which encompasses eight VA Medical Centers in North Carolina, Virginia and Beckley, West Virginia. The Centralized Fee Unit (CFU) provides administrative support and guidance to following non VA Care programs: Fee Dental, Fee Medical/Pharmacy, Fee-Dialysis, Community Nursing Home, Home Health Services, Oncology, Non-VA hospitalization, Unauthorized Claims, Millennium Bill Claims and the appeal process.

The primary function of the fee services section is to handle administrative work associated with the authorization and processing of requests for non-VA care at the expense of the Department of Veterans Affairs. The position requires considerable training and a broad working knowledge of and familiarity with the different and complex regulations that are applied to the various fee-based programs and how they are administered and applied. It requires independent judgment and decisions made by the incumbent, which will have a substantive impact on the patient and the Medical Center. The incumbent(s) are regarded as an expert source of information on regulatory requirements for claims processing.

Principal Duties and Responsibilities:

The incumbent is primarily responsible for giving advisory and technical assistance to eligible veterans, their beneficiaries, professionals and administrative personnel in private, state, and federal health care institutions regarding entitlement and guidelines for the authorization of treatment at the expense of the VA.

Incumbent is the primary contact for VA/Non-VA administrative and professional staff regarding eligibility determination for Non-VA hospitalization and related services: inpatient, outpatient, and emergency room, fee for services, Fee ID, and prescription reimbursement.

Incumbent obtains information on changes in laws, regulations, or directives, which change entitlement for health care benefits. Advises veterans and private health care providers of changes as appropriate and keeps supervisor informed on problems as they occur.

Determines legal eligibility for benefits, authorizes/denies Non-VA emergency hospitalization and related services, and processes payment from documentation obtained through a wide variety of sources, i.e. Veterans Benefits Network/Hospital Inquiry (VBN/HINQ) review and analysis of the records, medical documentation, correspondence, or through telephonic and personal contacts.

Upon receipt of notification of emergency hospitalization, promptly determines eligibility/entitlement and notifies the private/federal/state hospital administrative personnel, via telephone, whether the hospitalization will be at the expense of the VA.

Prepares authorization and forwards it in an instruction letter to the private hospital and physician after receipt of notification. Legal eligibility is determined for each case prior to preparation of authorization.

Contacts the Transfer Coordinator regarding the prompt transfer of VA beneficiaries from private, state, or federal hospitals to a VA Hospital. Keeps in daily contact with the hospital personnel in order to expedite transfer.

In addition to determining basic entitlement for benefits, incumbent determines (requires independent judgment) whether claimant meets the following criteria for payment of unauthorized treatment.

1. Illness or injury requiring treatment was service-connected (SC), was adjunct to the veterans service-connected condition, or veteran was otherwise entitled to hospitalization in the private sector at VA expense.

2. Expense incurred or treatment rendered was in an emergency situation.

3. VA or Federal Facilities were not feasibly available or a delay would have been hazardous to the veteran's health.

Incumbent performs duties associated with approval/disapproval, payment or denial of expenses for unauthorized medical.

Those claims, which meet requirements for authorization, are certified and processed for payment based on Prospective Payment System (PPS) and Diagnostic Related Group (DRG) as established by VA guidelines.

Ensures veterans are afforded "Due Process" by notifying them of their Appellate Rights and when claims are denied. Receives Notice of Disagreement from veterans who desire to appeal decisions of denial of benefits and when appropriate submits to Appeals Clerk.

Incumbent is responsible for maintaining up-to-date fiscal obligations. All invoices are reviewed and analyzed; the required information input into the computerized system for prospective payment or computation of payment according to established guidelines, and the appropriate fund control documents are posted prior to forwarding to Fiscal Service for release of payment.

Ensures compliance with "Prompt Payment Act" to avoid additional costs to the government.

Independently carries out a wide range of difficult contacts involving atypical problems or very complex situations.

Provides guidance to other employees in the Medical Center in resolving difficult and typical problems in his/her area of responsibility.

Assists in investigating problems or situations, which require action, such as congressional inquiries, individual concerns, etc. Provides information personally obtained from the investigation to a higher level of employee who is coordinating policy changes involving the section.

Composes customized correspondence in connection with the processing of unusual and unauthorized medical claims.

Compiles statistical data from daily work sheets and current records in the section into the final work products for monthly and quarterly reports that are accurate.

Operates a CRT linked to the Medical Center Computer System.

Performs other directly related duties as assigned.

Factor 1. Knowledge Required by the Position

Level 1-3 350 Points

Thorough knowledge of public laws, federal, VA regulations and directives for all eligibility/entitlement including medical/dental, hospitalization, prescriptions both VA/Non-VA for authorized or unauthorized services.

Knowledge of the overall Medical Care Costs Fund (MCCF) process and its impact on billing operations and vice versa, sufficient to facilitate appropriate coordination of MCCF activities with other areas of the hospital and satellite clinics, maximizing program collections potential while minimizing disruption of hospital/clinic operations.

Knowledge of Medicare regulations in conjunction with VA to ensure claims are not approved by both agencies.

Basic knowledge of entitlement for Civilian Health and Medical Program of the Department of Veterans Affairs (ChampVA – benefits for veterans dependents) and Civilian Health and Medical Program of the Uniformed Services (Tricare – benefits for military retirees and their dependents).

Knowledge of the Prompt Payment Act and the Privacy Act of 1974 (Confidentiality with patients records).

Knowledge/Ability of typing is required; however, the services of a qualified typist are not necessary.

Skill in the use of a calculator to accomplish duties.

Knowledge of fiscal policies and practices as they relate to the interaction of a fee basis payment system with the FMS system in Austin, Texas.

Knowledge of VA regulations and DM&S Manual M-1, Part 1, which are basic documents utilized in determining legal entitlement. Knowledge of medical terminology and relations of the disease or injury to the treatment.

Must be proficient in use of personal computers with a variety of software such as Microsoft Office, XP, Word, Excel, Power Point, Outlook, and Access. Also, computer packages within Veterans Health Information System & Technology Architecture (Vista) such as the Fee Program Menu, Integrated Funds Distribution, Control Point Activities, Accounting and Procurement (IFCAP), Registration Menu, Scheduling Menu, and the VA Computerized Patient Record System (CPRS), and Fee significant portions of the Financial Management System (FMS) for inputting and extracting data and preparing correspondence and reports.

Knowledge and skill to interpret and apply data processing codes to various areas of the processing and payment system and interpret computer printouts and detect errors in initial input.

Knowledge and skill to accumulate data for reports, inquiries, and investigations and be able to analyze their content.

Knowledge of the Decentralized Computer Program (DHCP) as it applies specifically to Non-VA activities that require input and to update information for the complex veteran data base and payment process.

Factor 2. Supervisory Controls

Level 2-3 275 Points

Incumbent is under the supervision of the Fee Basis Unit Supervisor. Functions independently in distribution of day-to-day operations. Only unusual or very complex cases are referred to the lead or supervisor. Incumbent formulates his/her own interpretation of the intent, coverage and content of instructions, guides, precedents and regulations. Work is generally judged by results of effort; however, some may be subject to review by random sample of work produced.

Factor 3. Guidelines

Level 3-2 125 Points

Guidelines include VA Regulations and directives, M-1, Part I, Chapter 18, Fee Basis Guidebook, VA Contracts, Sharing Agreements, US Code of Federal Regulations and VA Medical Center Memorandum. Incumbent frequently uses medical dictionary, pharmaceutical dictionary, CPT and ICD-9 manuals, and Pharmacy Cost Blue Book in processing invoices for final payment or denial. Depending on the nature of inquiry, urgency of need for medical attention, workload, etc., judgment must be exercised in

interpreting guides and deviating from routine procedures. Independent judgment is required in many situations, as there are no written guidelines to cover every situation in the payment process. Incumbent makes determinations on intent of laws, regulations, and applies guidelines as necessary. Significant deviations will be referred to the Lead or Supervisor.

Factor 4. Complexity

Level 4-2 75 Points

The complexity of this position is extraordinary in its demands. It is a complete medical support service apart from the Medical Center providing a complete continuum of care.

Incumbent performs a number of duties in various combinations of steps when referencing controlling rules and guides, and when screening claims, to insure factual accuracy, compliance with guidelines, and allotment of expenses. This requires infinite versatility in time and task orientation and a great amount of emotional control. Interruptions are numerous and may come in the form of telephone calls, letters, other employees, or the arrival of the veterans or their representatives in person.

The processing and authorizing of claims for payment is complex in that establishment of entitlement or eligibility for any given services or procedure must be clearly ascertained and demonstrated. The incumbent assumes responsibility for making difficult determinations based on information received from a wide variety of sources, some requiring detailed analyses or further development (i.e. duplicate claimants, confusing or missing records, changes in entitlement, and consideration of entitlement from other federal agencies or private insurance to avoid duplicate payment) before a final judgment can be made. Compliance with the Prompt Payment Act is essential in avoiding additional cost to the Department of Veterans Affairs. The incumbent ensures appropriate payment is processed for all claims in accordance with Fiscal Service requirements and accounting procedures. Attention to detailed steps is essential as an error may result in delayed payment to a provider and payment of interest by the VA.

Guidelines and specifications are subject to change with little or no advance notice.

Factor 5. Scope and Effect

Level 5-2 75 Points

The incumbent is responsible for processing all claims received for authorized and unauthorized hospitalization of veterans in a 9 county area, ensuring timely payment to vendors and hospitals. Millions of dollars are appropriated each year for this activity; it provides a great impact on the total administrative operation of the hospital and the satellite outpatient clinics.

The purpose of the work is to provide veterans emergent, and/or medical services in private facilities. The accuracy in processing claims affects the viability of research conclusions in funding for the social, physical and economic well being of veterans who are entitled to treatment at VA expense. Failure to accomplish tasks in an accurate and

timely fashion will result in a significant negative posture of the Department of Veterans Affairs in this area and can result in increased program costs.

Factor 6/7. Personal Contact/Purpose of Contacts **Level 2-a** **45 Points**

Contacts are with coworkers within the Fee-Service Section, other VA providers and ancillary staff, Fiscal, Clinics, private physicians, administrative/professional staff in other federal agencies, and the National VA Data Automating Center. Other contacts are with other VA hospitals, veterans and their families, and other representatives.

The purpose of personal contacts includes the exchange of information for more efficient and effective services to the veteran, requests for information to establish veterans eligibility, to request advice on professional matters, to request additional information from providers of service, to answer questions regarding patient's coverage to give support to veterans concerning treatment authorized, to request for release of information and payments made.

Personal contacts are occasionally with hostile veterans and uncooperative private office personnel. Therefore, considerable patience, poise, and understanding are essential to ensure that concerns are appropriately resolved.

Factor 8. Physical Demands **Level 8-1** **5 Points**

While work is mostly sedentary, there are also exhaustive demands for standing, walking, bending and long periods of sitting. The incumbent is required to answer numerous telephone calls and must have adequate eyesight and hand dexterity to allow for reading and operating a computer terminal.

Factor 9. Work Environment **Level 9-1** **5 Points**

The work is performed in an office setting with adequate lighting and other facilities with no unusual health hazards. Due to the contact with patients and public, incumbent is exposed to occasional verbal abuse. The incumbent observes normal safety precautions.

Other Significant Facts

Customer Service

Meets the needs of customers while supporting VA missions. Consistently communicates and treats customers (veterans, their representatives, visitors and all VA staff) in a courteous, tactful and respectful manner. Provides the customer with consistent information according to established policies and procedures. Handles conflict and problems in dealing with the customer constructively and appropriately.

Automated Data Processing (ADP) Security

Protects printed and electronic files containing sensitive data in accordance with the provisions of the Privacy Act of 1974 and other applicable laws, federal regulations, VA statutes and policy, and VHA policy. Protects the data from unauthorized release or from loss, alteration, or unauthorized deletion. Follows applicable regulations and instructions regarding access to computerized files, release of access codes, etc., as set out in the computer access agreement that the employee signs.

**POSITION EVALUATION STATEMENT
FACTOR EVALUATION SYSTEM**

POSITION No. 1764

ORGANIZATION: VISN 6/Centralized Fee Unit (CFU)

LOCATION: Salem, VA

NATURE OF PROPOSED ACTION

Re-description

GRADE EVALUATION FACTORS	FACTOR LEVEL	POINTS ASSIGNED	REMARKS
1. KNOWLEDGE REQUIRED BY THE POSITION	1-3	350	Position fully meets Level 1-3. Requires knowledge of public laws, federal, VA regulations and directives for all eligibility/entitlement including medical/dental, hospitalization, prescriptions both VA/Non-VA for authorized or unauthorized services to process a wide variety of transactions in all areas of fee basis. Also requires knowledge of the overall Medical Care Costs Fund (MCCF) process and its impact on billing operations and vice versa, sufficient to facilitate appropriate coordination of MCCF activities with other areas of the hospital and satellite clinics and knowledge and skill to accumulate data for reports, inquiries, and investigations. The work does not require in-depth analysis of issues, nor does the incumbent use a wide range of software applications to prepare complex documents containing tables or graphs as described at Level 1-4.
2. SUPERVISORY CONTROLS	2-3	275	Incumbent functions independently in distribution of day-to-day operations. Unusual or very complex cases are referred to the lead or supervisor. Incumbent formulates his/her own interpretation of the intent, coverage and content of instructions, guides, precedents and regulations. Work is generally judged by results of effort; however, some may be subject to review by random sample of work produced. Position fully meets, but does not exceed Level 2-3 which is the highest level for this Factor in the Standard.
3. GUIDELINES	3-2	125	Level 3-2 is met. Guidelines include VA Regulations and directives, M-1, Part I, Chapter 18, Fee Basis Guidebook, VA Contracts, Sharing Agreements, US Code of Federal Regulations and VA Medical Center Memorandum. Incumbent frequently uses medical dictionary, pharmaceutical dictionary, CPT and ICD-9 manuals, and Pharmacy Cost Blue Book in processing invoices for final payment or denial. Judgment must be exercised in interpreting guides and deviating from routine procedures. Independent judgment is required in many situations, as there are no written guidelines to cover every situation in the payment process. Significant deviations will be referred to the Lead or Supervisor. Level 3-3 is not met. The incumbent is not regularly confronted with new and unusual circumstances which require significant alteration of their approach, and inapplicable guidelines as described at Level 3-3.
4. COMPLEXITY	4-2	75	Level 4-2 is fully met. Incumbent performs a number of duties in various combinations of steps when referencing controlling rules and guides, and when screening claims, to insure factual accuracy, compliance with guidelines, and allotment of expenses. Establishment of entitlement or eligibility for any given services or procedure must be clearly ascertained and demonstrated. The incumbent assumes responsibility for making difficult determinations based on information received from a wide variety of sources. The incumbent ensures appropriate payment is processed for all claims in accordance with Fiscal Service requirements and accounting procedures. Level 4-3 is not met. Although each case has unique features, there are common procedures to follow, and the incumbent is not required to determine courses of action from many alternatives. The work involves various tasks related to determining eligibility and making payments for claims. The work does not consist of different and unrelated processes, methods, and sequences of tasks, as at Level 4-3. The incumbent also does not perform comparable in-depth analysis. The acceptance or denial of a claim is determined through the application of clearly defined standard criteria.
5. SCOPE AND EFFECT	5-2	75	The position fully meets Level 5-2. The purpose of the work is to provide veterans emergent, and/or medical services in private facilities. The accuracy in processing claims affects the viability of research conclusions in funding for the social, physical and economic well being of veterans who are entitled to treatment at VA expense. Level 5-3 is not met. The incumbent is required to review guidelines and regulations to determine the type of an incoming claim, their work does not affect the ability of individuals or organizations to negotiate settlements or

			compromise their rights or privileges to conduct various financial or contractual matters as described at factor 5-3.																																								
6. PERSONAL CONTACTS	6-2		Contacts include coworkers within the Fee-Service Section, other VA providers and ancillary staff, Fiscal, Clinics, private physicians, administrative/professional staff in other federal agencies, and the National VA Data Automating Center. Other contacts are with other VA hospitals, veterans and their families, and other representatives. Position fully meets Level 6-2 which is the highest level for this Factor.																																								
7. PURPOSE OF CONTACTS	7-a	45	The purpose of contacts includes the exchange of information for more efficient and effective services to the veteran, requests for information to establish veterans eligibility, to request advice on professional matters, to request additional information from providers of service, to answer questions regarding patient's coverage to give support to veterans concerning treatment authorized, to request for release of information and payments made. This is comparable to Level a. Level b is not met. The incumbent does not plan or arrange work efforts, coordinate and schedule activities, nor provide comparable explanations of claim actions or discuss measures that might be taken to obtain approval in the future as described at Level b.																																								
8. PHYSICAL DEMANDS	8-1	5	Work is mostly sedentary.																																								
9. WORK ENVIRONMENT	9-1	5	The work is performed in an office setting.																																								
TOTAL POINTS	955																																										
GRADE CONVERSION	GS-05																																										
<table border="1"> <thead> <tr> <th colspan="8">Point to Grade Conversion Chart</th> </tr> </thead> <tbody> <tr> <td>0190-0250</td> <td>GS-01</td> <td>0855-1100</td> <td>GS-05</td> <td>1855-2100</td> <td>GS-09</td> <td>3155-3600</td> <td>GS-13</td> </tr> <tr> <td>0255-0450</td> <td>GS-02</td> <td>1105-1350</td> <td>GS-06</td> <td>2105-2350</td> <td>GS-10</td> <td>3605-4050</td> <td>GS-14</td> </tr> <tr> <td>0455-0650</td> <td>GS-03</td> <td>1355-1600</td> <td>GS-07</td> <td>2355-2750</td> <td>GS-11</td> <td>4055-UP</td> <td>GS-15</td> </tr> <tr> <td>0655-0850</td> <td>GS-04</td> <td>1605-1850</td> <td>GS-08</td> <td>2755-3150</td> <td>GS-12</td> <td></td> <td></td> </tr> </tbody> </table>				Point to Grade Conversion Chart								0190-0250	GS-01	0855-1100	GS-05	1855-2100	GS-09	3155-3600	GS-13	0255-0450	GS-02	1105-1350	GS-06	2105-2350	GS-10	3605-4050	GS-14	0455-0650	GS-03	1355-1600	GS-07	2355-2750	GS-11	4055-UP	GS-15	0655-0850	GS-04	1605-1850	GS-08	2755-3150	GS-12		
Point to Grade Conversion Chart																																											
0190-0250	GS-01	0855-1100	GS-05	1855-2100	GS-09	3155-3600	GS-13																																				
0255-0450	GS-02	1105-1350	GS-06	2105-2350	GS-10	3605-4050	GS-14																																				
0455-0650	GS-03	1355-1600	GS-07	2355-2750	GS-11	4055-UP	GS-15																																				
0655-0850	GS-04	1605-1850	GS-08	2755-3150	GS-12																																						

STANDARDS USED: (A) OPM JFPCS GS-0900 - Claims Assistance & Examining Series, GS-0998, 08/2001; (B) OPM Classification Appeal Decision C-998-05-02, dated 10/30/2002

SERIES DETERMINATION: 0998 - The *Claims Assistance & Examining, GS-0998* series, reference (A), covers positions that supervise, lead, or perform support and related work in examining, reviewing, developing, adjusting, reconsidering, or recommending authorization of claims by or against the Federal Government. The work requires knowledge of claims processing procedures and claims requirements. This includes the following:

- examine claims due to loss and damage by or against the Government;
- settle claims for the payment of monetary allowances or gratuities based upon dependency on an active or deceased former military service member;
- develop, examine, adjust, reconsider, and/or authorize settlement of claims against the Government;
- settle claims involving assets of a deceased or incompetent person that are in the possession of a Government agency; and
- examine and develop claims cases for adjudication including determining and verifying entitlement to benefits, verifying post-entitlement actions regarding beneficiaries, and answering inquiries about benefits or procedures for filing claims.

The incumbent of this position determines legal eligibility for benefits, authorizes/denies Non-VA emergency hospitalization and related services, and processes payment from documentation obtained through a wide variety of sources; prepares authorization and forwards it in an instruction letter to the private hospital and physician after receipt of notification; and contacts the Transfer Coordinator regarding the prompt transfer of VA beneficiaries from private, state, or federal hospitals to a VA Hospital. The incumbent determines whether claimant meets the criteria for payment of unauthorized treatment. Performs duties associated with approval/disapproval, payment or denial of expenses for unauthorized medical. Ensures veterans are afforded "Due Process" by notifying them of their Appellate Rights and when claims are denied. Incumbent is responsible for reviewing invoices, inputs required information for prospective payment and posts appropriate fund control documents prior to forwarding to Fiscal Service for release of payment. Position meets the series definition for inclusion under Reference (A)

TITLE DETERMINATION: Claims Assistant

GRADE DETERMINATION: GS-05

FLSA DETERMINATION: Non-exempt

EVALUATED BY	DATE
ROBBIN COPE <i>Robbin Cope</i>	8/1/2011
TITLE AND/OR ORGANIZATIONAL LOCATION	
HR Specialist (Classification) VISN 6	

Position Designation of National Security and Public Trust Positions

Position Designation Record

Agency VHA/VISN 6
 Position Title Claims Assistant
 Series and Grade/Pay Band GS-0998-05
 Position Description Number X 1764

Duties	Degree of Potential for Compromise or Damage
<i>Protection of government funds</i>	<p>Limited impact One or more of the following:</p> <ul style="list-style-type: none"> • Obligates, expends, collects or controls funds or items with monetary value of less than \$2 million, but only when meaningful controls are in place to monitor the process and detect abuse; Otherwise, value may not exceed \$1 million • Audits or analyzes budgets or other financial records, with potential for limited impact on government programs or operations • Procures (or secures funding for) goods and/or services with monetary value less than \$2 million annually the compromise of which could cause limited impact on government programs or operations
<i>Protection of personal, private, sensitive, but unclassified/controlled unclassified, or proprietary information (including PA and FOIA, etc.)</i>	<p>Limited impact Access to personal, private, proprietary, or sensitive but unclassified/controlled unclassified information, the unauthorized disclosure of which could cause limited damage to individuals, business entities, or government programs or operations or any potential damage is limited to the local level</p>
<i>Other activities demanding a degree of public trust</i>	Limited impact
Comments:	Frequent contact with business community and other public

Adjustment for program designation and level of supervision	
<i>Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)</i>	Agency impact
<i>Adjustment for level of supervision or other controls</i>	Periodic, ongoing review - ability to act independently a lot of the time

--	--

Designation Level	Suitability	
	Investigation	Form Required
Tier 1	NACI	SF 85

Total Points Designation	
<i>Total Initial Position Designation Points from Step 2</i>	3
<i>Adjusted Position Designation Points from Step 3</i>	3

Signature: Robbin Cope Date: 8/1/2011

Name: ROBBINCOPE, HR Specialist
 (Classification)

For Official Use Only

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. **89704**

2. Reason for Submission: Redescription, Reestablishment, New, Other

3. Service: New, Dept'l, Field

4. Employing Office Location: **Salem, VA**

5. Duty Station: **VAMC, Salem, VA**

7. Fair Labor Standards Act: Exempt, Nonexempt

8. Employment/Financial Stmt Required: Yes, No

9. Subject to IA Action: Yes, No

10. Position Status: Competitive, Excepted (Specify)

11. Position is: Supervisory, Managerial, Neither

12. Sensitivity: Critical, Noncritical, Nonresponsive

13. Competitive Level Code

14. Agency Use

*Claims Technician, GS-9
 included to GS-6
 to file for same*

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	<i>Assistant</i>					
d. Field Office	<i>Claims Clerk (OA)</i>	<i>GS</i>	<i>998</i>	<i>4</i>	<i>CS</i>	<i>5-1-97</i>
e. Recommended by Supervisor or Initiating Office	<i>Claims Technician</i>					

16. Organizational Title of Position (if different from official title): **Claims Technician, GS-9**

18. Department, Agency, or Establishment: **Dept. of Veterans Affairs**

a. First Subdivision: **VA Medical Center**

b. Second Subdivision: **Resources Support Service**

c. Third Subdivision: **Accounting Section**

d. Fourth Subdivision

e. Fifth Subdivision

Signature of Employee (optional)

19. Employee Review: This is an accurate description of the major duties and responsibilities of my position.

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: **JOLENE R SMITH, Associate Chief, RSS**

Signature: *John R Smith* Date: *3/6/97*

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional): **RICHARD J. SCHROEDER, Chief, RSS**

Signature: *Richard J Schroeder* Date: *3/6/97*

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: **Claims Clerical series, GS-998, June 1986; GS-301; Admin. and Program Series, GS-301; Office Auto Clerical and GS-326; mgmt. & Prog. Assistance Series, GS-344 and Prog. Support Clerk, GS-303.**

Typed Name and Title of Official Taking Action: **CHRISTINA K. SNELLINGS, Personnel Management Specialist**

Signature: *Christina K Snellings* Date:

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks: *Title change to reflect standard change. June 1, 2009 W.P. R. R. Canceled as of 2/18/11 Replaced by PD # 1764*

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. **7751**

2. Reason for Submission <input type="checkbox"/> Reestablishment <input type="checkbox"/> Reassignment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Dept'l <input checked="" type="checkbox"/> Field		4. Employing Office Location Salem, VA		5. Duty Station VAMC		6. CSC Certification No.	
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No		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		13. Competitive Level Code		14. Agency Use L	

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	Assistant CLAIMS CLERK (OA)	GS	998	5		5/9/99
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title) **CLAIMS CLERK (OA)**

17. Name of Employee (if vacancy, specify)

18. Department, Agency, or Establishment Department of Veteran Affairs		c. Third Subdivision Fee Section, Accounting Unit	
a. First Subdivision Veterans Affairs Medical Center		d. Fourth Subdivision	
b. Second Subdivision Resources Support Service		e. Fifth Subdivision	

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 and Title of Immediate Supervisor JOLENE R. SMITH Assoc Chf, Fiscal Section, RSS		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) RICHARD J. SCHROEDER Chief, RSS	
Signature <i>Jolene R. Smith</i>	Date 6/17/99	Signature <i>Richard J. Schroeder</i>	Date 6/17/99

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: **Claims Clerical Series, GS-998, June 1966; Misc. Admin. and Program Series, GS-301; Office Auto. Clerical & Acct. Series, Assistance Series, GS-334 and Prog. Support Clerk, GS-303**

Typed Name and Title of Official Taking Action
CHRISTINA K. SNELLINGS
Personnel Management Specialist

Signature: *Christina K. Snellings* Date: **7/19/99**

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks: **Title change to reflect standard change, June 1, 2009 where Canceled as of 8/26/11 Replaced by AD#1764**