

*****OUTREACH NOTICE*****

MEDICAL RECORDS TECHNICIAN GS-0675-04

PINE RIDGE JOB CORPS CHADRON, NEBRASKA

INTRODUCTION

This position serves as the Medical Records Technician and is located on a Forest Service Job Corps Civilian Conservation Center. This position is a permanent full time position with a duty station at Chadron, Nebraska. This notification is being circulated to inform prospective applicants of this upcoming opportunity and to determine interest in the position. FOREST SERVICE EMPLOYEES ON THE WORKFORCE REDUCTION AND PLACEMENT LIST WILL RECEIVE PRIORITY CONSIDERATION AND CTAP/ICTAP ELIGIBLES WILL RECEIVE THE APPROPRIATE CONSIDERATION.

THE POSITION

The incumbent provides technical support in connection with processing and maintaining medical records for compliance with regulatory requirements. This position is Monday through Friday, 7:00 AM to 3:30 PM. Duties are as follows.

- Answers phone and responds appropriately in emergency situations. Regularly provides information regarding availability of and procedures for obtaining medical assistance, directions and information for contacting various departments, services, and patients.
- Answers questions regarding policy on cancellations, rescheduling, office hours, or office services. Applies established guidelines concerning patient's rights, and the release of information on patient's condition.
- Schedules appointments, accepts cancellations, reschedule appointments as necessary. Interviews patients who request initial treatment or unscheduled examinations, and obtains information regarding the type of medical problem, whether service-connected or whether prior treatment was received.
- Documents calls on appropriate log to ensure follow-up. Documents specific patient interventions in appropriate format.
- Records telephone messages pertaining to detailed laboratory reports, X-rays, and test results. Recognizes and refers urgent ones to the professional staff for immediate action.
- Upon reception and discharge, assembles records in correct sequential and chronological order. Assures required forms are complete and signed by professional staff. Upon transfer, verifies and assures that records of patient

treatment including hospitalization summary and operative reports are complete, accurate and properly filed before forwarding to Medical Records Unit.

- Composes responses to routine requests for release of patient information. Selects and compiles medical data and prepares correspondence. Uses standard form or standard formats for letters.

CENTER INFORMATION

Pine Ridge Job Corps Center is funded by the Department of Labor and operated by the Department of Agriculture, Forest Service. It is located near Chadron State Park, approximately 10 miles south of Chadron, NE on Highway 385.

Pine Ridge is a residential vocational training program that provides academic, vocational, and social skills training for an average of 224 young adults, ranging from 16-24 years of age.

Pine Ridge is a co-ed Job Corps. Students reside in dormitories on the center that are staffed 24 hours a day, seven days a week. No childcare, nor staff housing, is available on center.

LOCATION

Chadron Nebraska is located in the north-west panhandle of Nebraska on the scenic Highway 385. Chadron is a medium sized community which provides access to shopping, churches, schools, culture, and medical services.

Located in Chadron are the many stores and shops that make up a town. Wal-Mart, Safeway, Bomgaars, Maurices, a handful of gas stations/mini marts, clothing stores, a few banks, and reasonably priced restaurants have taken residence in Chadron. An hour and a half drive north leads to Rapid City, South Dakota. Here you will find a larger population with many places to shop. Scottsbluff, NE is the same distance but south. Both cities offer more restaurants and a mall.

Chadron is home to Chadron State College, a fully credited educational institution. CSC offers students the opportunity to pursue higher education, bachelor degrees, and a few master degrees. One elementary school (K-2), one intermediate school (3-4), one middle school (5-8), and one high school (9-12) are located in Chadron.

Chadron offers cultural events that are very comparable to larger populated areas. Chadron State College is home to the Mari Sandoz Center, a museum dedicated to the life of the local author and to the settlers who came to live in this Region. Memorial Hall, located on the CSC campus, provides the community with concerts, art exhibits, and performances by local artists, students, and professional companies. Located in town is an independently owned art gallery, specializing in paintings and prints. If one wishes to learn about the history of the area, he/she can travel just a few miles east of Chadron to the Fur Trader Museum, or one could travel 25 miles West to Fort Robinson, located near Crawford, Nebraska. Fort Robinson offers museums, gift shops, horseback rides, picnic and fishing areas, and camping amenities. Chadron has one local newspaper, The Chadron Record, which is published weekly. Also, there is a local radio station, AM 610 KCSR, complete with a website that is updated daily. To visit the site, type in <http://chadrad.com/>

Currently, Chadron has a number of houses on the market, with prices ranging from \$35,000 to \$150,000. Rentals, apartments, and houses are also available in the range of \$300 to \$700 a month.

Other local services include: child care, public swimming pool, public library, post office, court house, churches representing most major denominations, movie theatre, and a bowling alley.

More information can be obtained from the Chadron Chamber of Commerce, 706 West 3rd St., Box 646, Chadron, NE 69337. Phone: 308.432.4401 or 800.603.2937.

OUTREACH RESPONSE

Interested applicants desiring further information should contact Shawn Cogdill, Supervisory Nurse, by phone: 308-432-8611, or email: scogdill@fs.fed.us

If you are interested in this position, please complete the Outreach Response Form below by close of business (COB) on **May 17, 2012**. Those who respond to this notice need to check the USAJOBS internet site. The vacancy announcements for this position will be posted soon as a stand alone announcement under <http://www.usajobs.gov/>, the U.S. government's official site for jobs and employment information. You will search for **Medical Records Technician with the series of GS-0675-04**. If you respond to this outreach, Shawn Cogdill will contact you when the job has been posted to USA Jobs. The vacancy announcement will contain a link to Avue Digital Services website <https://www.avuecentral.com/casting/aiportal/control/mainmenu>.

CONTACT

Please indicate your interest in this position by sending the following form via Email, Fax, or U.S. Mail. Concerning additional information or for questions, please contact Shawn Cogdill.

Shawn Cogdill
Supervisory Nurse
Pine Ridge Job Corps Center
15710 Hwy 385
Chadron, NE 69337
Email: scogdill@fs.fed.us
Phone: (308) 432-8611
Fax: (308) 432-8615

Hours: Monday-Friday, 7:00 AM to 3:30 PM

OUTREACH RESPONSE FORM

**PINE RIDGE JOB CORPS
CHADRON, NE**

**MEDICAL RECORDS TECHNICIAN
GS-0675-04**

NAME:

DATE:

MAILING ADDRESS:

EMAIL ADDRESS:

TELEPHONE NUMBER:

ARE YOU A CURRENT FEDERAL EMPLOYEE? YES NO

IF YES, CURRENT AGENCY AND LOCATION:

CURRENT TITLE/SERIES/GRADE:

If not a current permanent (career or career-conditional) employee, are you eligible to be rehired under any of the following authorities?

- Persons with disabilities
- Veterans Recruitment Appointment
- Disabled Veterans with 30% compensable disability
- Veterans employment opportunities act of 1998
- Former Peace Corps volunteer
- Other

Please return this no later than May 17, 2012

Thank you for your interest.