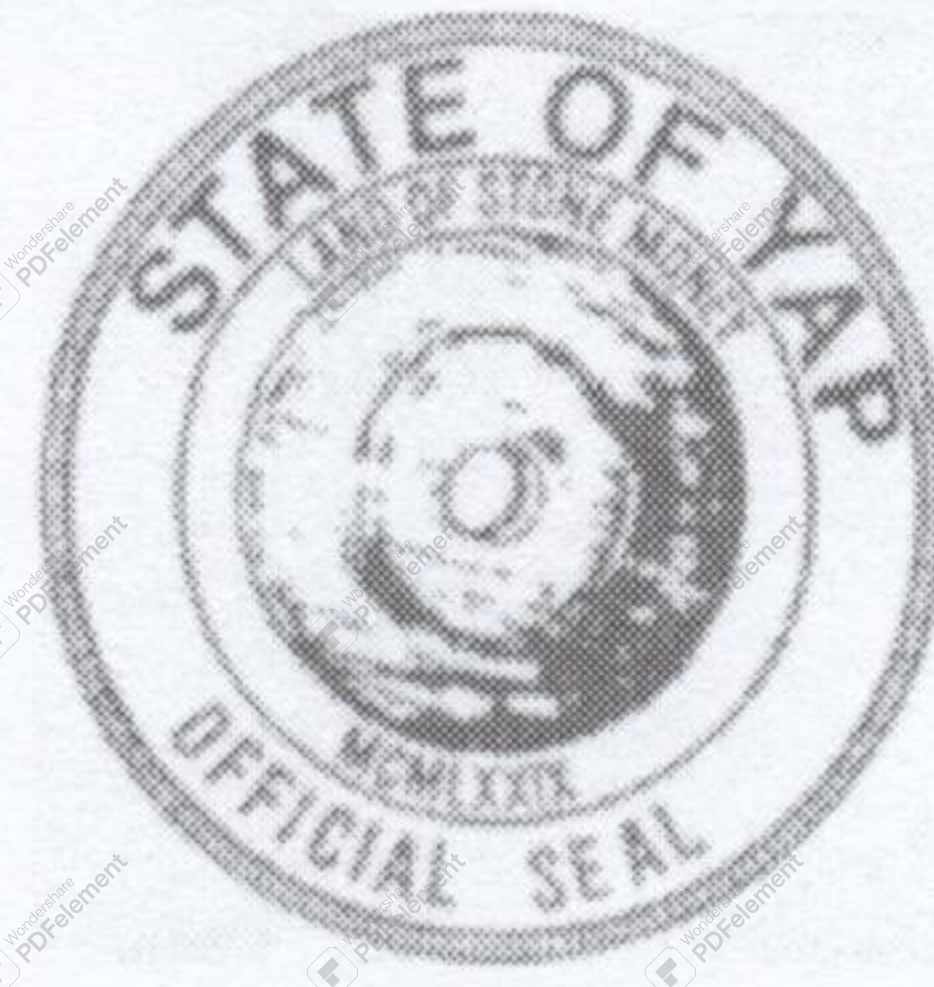


EXAMINATION ANNOUNCEMENT



E.A. No.: YP-24-039
Opening Date: 5/30/2024
Closing Date: 6/30/2024

OFFICE OF ADMINISTRATIVE SERVICES

Division of Personnel

Email: ysgpersonnel@gmail.com

It is the policy of the Government that qualified Federated States of Micronesia citizens be given first priority for employment consideration, with United States citizens and subsequently, third country national utilized in position for which qualified Federated States of Micronesia citizens are not available.

POSITION AND SALARY: Medical Referral Coordinator
PL 9/1- 5,366.40 PA
\$206.40 bi-weekly

This is the minimum salary rate at step one of the grade. Higher steps, not to exceed 4, may be authorized in cases of hard-to-fill position where it is appropriate to the qualifications of the appointee.

LOCATIONS:

Administration Office
Department of Health Services
Yap State Government FM 96943

DUTIES:

Works and closely coordinates with the Medical Referral Committee in managing and problem solving all referral cases from the Administrative processes concerned with the physical referral of the patient through to payment of the referral bill. Prepares/oversees all the required documentation for referral ensuring they are completed within the given timeframe and keeps up to date information on all medical referral patient's status. Arranges/coordinates airline bookings in accordance with the individual needs of the patient, e.g. ambulatory/stretchers case. Collaborates with Fiscal Officer/Accountant in arranging medical/nursing escort travel itinerary and facilitates stipend payments. Arranges/co-ordinates transport of the patient to and from the airport to the referral facility, when required. Maintains effective communications and working relations with Micare Agents/other Liaison Officers/FSM Consulate General's Office to facilitate efficient referral processes for the patient and attendant/s. Works closely with patient's family members to address their issues/concerns regarding patient/referral process, payments and informs them of referred patient's progress, when required. Takes the appropriate action, as the primary contact for the Medical Referral Program, when any problems or emergencies occur either before or after the referral process. Collaborates with Business Office in preparation of bills and tracking of payment for medical referral of 3.5% of total payment for medical expenses when bill received by DHS from Micare/Medical Facility. Works with Micare to arrange and co-ordinate referral payments. Informs the Deputy Director/Director of any concerns/non-payment of medical referral bills through both informal and formal reports, including monthly/quarterly reports. Attends off island Medical Referral Conferences when requested and authorized by DHS. Assists in other administrative duties as may be assigned from time to time.

MINIMUM QUALIFICATION REQUIREMENT:

Minimum of High School Graduate with at least two years experience in administrative work; but preferably Associates Degree in Business Administration. Practical experience and competence in managing and co-ordinating a DHS Health Program. Competence in medical emergency intervention and management.

Knowledge, Skills & Abilities;

Effective communication (oral and written) and interpersonal skills. Computer literate (MS Word, Excel, Power Point etc.) Ability to handle pressure from within the department and patient's family members. Good judgement and problem solving skills and abilities. Some knowledge of office management and record keeping/tracking

Interested applicants must submit the following document:

1. A complete Yap State Government Employment Application Form.
2. Current Resume and copy of FSM Social Security Card.
3. High School Diploma or Copies of all training certificates and college degrees earned.
4. Police Clearance under 6 months old.
5. A minimum of three professional reference letters under 1 year old.
6. Valid driver's license.

SECURE EMPLOYMENT APPLICATION FORM FROM AND RETURN TO YAP STATE PERSONNEL OFFICE