



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

1. Post : Mexico City	2. Agency: Department of State		3a. Position Number: 312801 A57703		
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3b. Subject to Identical Position? Age	encies may show the number	of such positions autho	orized and/or establishe	d after the "Y	es" block.
4. Reason for Submission					
a. Redescription of duties	this position replaces				
ereed		Docentionist	(Cariaa) 105	10	
	-A57-703, (Title)	Receptionist	(Series) _125_	(Grad	de) _FSN-6
b. New Position					
c. Other (explain					
5. Classification Action	Position Title a	and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority WHA/EX/FRC	Administrative Clerk, 105		FSN-5		8/15/2017
o. Other					
c. Proposed by Initiating Office					
 Post Title Position (If different from Reception 		7. Name of Employ	ee		
3. Office / Section Health Unit	(5)		-		
o. Second					
Management S This is a complete and accurate	description of the duties and	10. This is a cor	mplete and accurate of	description of	f the duties and
responsibilities of my position		resnonsihilities	of this position	accomption o	r the daties and
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13. Basic Function of Position					

Answers and refers phone calls to appropriate health care provider. Answers calls from local providers concerning billing processes. Makes appointments with local physicians for consultations and with medical facilities for diagnostic testing for U.S. employees and their dependents in Mexico City. Call for ambulance as needed and places BPA call in ILMS for payment.

14. Major Duties and Responsibilities

Controls access to the Medical Unit: 10%. Responsible for medical records of U.S. employees and their dependents in Mexico City and the Consulates; maintains the integrity and confidentiality of medical records assuring for patient confidentiality: 25% Files daily all medical charts, medical reports, lab reports, x-ray/mammogram reports and other patient related correspondence, shreds as directed security and medically sensitive materials including medical reports and old chronological files per State Department guidelines: 15%. Prepares all patient medical files for all newcomers and TDY personnel to include patient's completion of all forms: 10%. Maintains all medical staff daily calendars: schedules, verifies and changes patient appointments including routine office visits, clearance and health maintenance exams, well baby

exams and immunizations, prescription requests, hospital visits, meetings and health briefing orientation for newcomers:10%.

Works in conjunction with Human Resources on the process of pre-employment exams. Works with in-service drivers to complete required driver examinations. Places funding requests for driver exams into ILMS: 10%

Generates monthly statistical report and send to State M/MED: Places work orders as needed: Special projects as required 15%.

Acts as back up to the lead admin assistant which includes:

Processing inpatient hospitalization bills, drafting cables for funding, places procurement requests, and completing time and attendance: 5%.

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."

15. Qualifications Required For Effective Performance

- a. Education: Completion of high school or equivalent required.
- b. Prior Work Experience: A minimum of 1 year experience performing secretarial duties and/or office management function required
- c. Post Entry Training: Thorough knowledge of the Microsoft Suite (Word, Excel, Power Point, Access.) Have current CPR and First Aid Training.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level {II, III) and specialization (sp/read) Spanish level IV (fluent) and English level III (good working knowledge) required.
- e. Job Knowledge: The JH should be familiar with FAM regulations that pertain to medevac, hospitalization, clearance examinations, and driver physicals.
- f. Skills and Abilities: Ability to be flexible, resourceful, service-oriented, self-motivated, be able to multi-task, and able to work within the existing mission structure. Able to type at least 45 wpm.

16. Position elements

- a. Supervision Received: Supervision under the Medical Provider.
- b. Supervision Exercised: None
- c. Available Guidelines: Medical Receptionist SOP (Standard Operating Procedures) Handbook. FAM/FAH.
- d. Exercise of Judgment: Ability to efficiently triage phone calls to the level of assistance (eg. Medical or administrative) needed.
- e. Authority to Make Commitments: Handles scheduling of medical appointments for multiple providers.
- f. Nature, Level, and Purpose of Contacts: Contact with HR personnel, hospitals/physicians, other posts, and admin. Assistants to ensure proper patient handling and efficient running of the MED unit.
- g. Time Expected to Reach Full Performance Level: One year.

DS-298 (Formerly OF-298) 04-2008