

Exhibit 5

Contract Worker Standard Qualifications

The standard qualifications listed in this exhibit are the labor category standard qualifications. Task Order Contracting Officers (TOCOs) shall use the minimum qualifications as minimum requirements but may modify the core duties in the Task Order Performance Work Statement (PWS) to meet their specific requirements. DOD TOCOs will not modify bullets under the “Minimum Qualifications” section of each labor category to reduce or make requirements less rigorous than the requirements outlined in the DHA PM 6025.13, vol. 4 or Military Department-specific requirements where the DHA PM is silent. Military Department specific guidelines may apply in areas where the DHA PM is silent. Bullets under the “Core Duties” section of each labor category may be modified in the Task Order PWS.

ANCILLARY SERVICES LABOR SEGMENT LABOR CATEGORIES

Allergy Technician

Minimum Qualifications:

- Degree: High School Degree.
- Education: Graduate from a medical assistant training program accredited by Commission on Accreditation of Allied Health Education Programs (CAAHEP) or the Accrediting Bureau of Health Education Schools (ABHES) of the American Medical Technologists or a formal medical services training program of the United States Armed Forces.
- Certification/Experience: Successful completion of a didactic specialty course in Allergy & Immunology or possess three years of Allergy/Immunology and Immunization experience within the last four years in a specialty clinic.

Core Duties:

- Prepare examination rooms prior to patient's arrival.
- Assist with patient check-ins, admissions, discharges, and transfers.
- Check patient's vital signs, to include temperature, respiration, pulse, weight and blood pressure.
- Obtain and document patient's current medical history, drug history, chief complaints, allergies and vital signs on the correct form.
- Perform diagnostic procedures when ordered such as allergy tests, pulmonary function, and skin tests.
- Provide education on symptom management and allergy serum.
- Prepare and administer allergy serums and injections.
- Maintain examination room stock levels and perform routine maintenance of examination rooms.
- Complete lab and x-ray requisitions in accordance with clinic policies.
- Enter demographic data into the computer upon patient check-in; enter diagnosis and departing time when patient is released.

- Identify signs and symptoms of anaphylaxis versus vasovagal reaction.
- Initiate and assist in acute anaphylaxis management.

Audiologist

Minimum Qualifications:

- Degree: Master's degree in audiology.
- Education: Graduate from an educational program accredited by the American Speech-Language Hearing Association's (ASHA) Council on Academic Accreditation in Audiology and Speech Pathology (CAA) or the Accreditation Commission for Audiology Education (ACAE).
- Certification: Possess a certificate of Clinical Competence (CCC) in the field of Audiology (CCC-A) from the American Speech-Language-Hearing Association (ASHA-CCCA) or certification from the American Board of Audiology of the American Academy of Audiology (AAA).
- Experience: As required to meet clinical competency requirements specified in the credentialing instructions.
- Licensure:
 - Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.
 - Non-Personal Services: Must hold a full, current, valid, unrestricted license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance.

Core Duties:

- Administer audiology tests to all types of patients.
- Identify, assess, and manage auditory, balance, and other neural systems. Provide comprehensive diagnostic and therapeutic procedures of the hearing and balance mechanisms including intraoperative monitoring of the cranial nerves, cerumen removal, cochlear implant assessment and management, post-urography, and other advanced balance mechanism evaluations.
- Review accompanying consultation forms and records, independently determine appropriate tests, adapt test techniques, and utilize clinical judgment based on audiological and psychological precepts.
- Conduct routine tests, to include air conduction, bone conduction, speech reception thresholds and speech discrimination, including high intensity speech discrimination testing.
- Counsel beneficiaries as required regarding problem(s), interpret results and provide guidance and advice on educational and training needs. Provide narrative summary of each patient to referring physician and other interested agencies.

Cardiac Catheterization Technician

Minimum Qualifications:

- Degree: Certificate.

- Education: Graduate from a cardiovascular technologist program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) through the Joint Review Committee in Cardiovascular Technology (JRC-CVT).Registration: Registered as a Cardiovascular Invasive Specialist (RCIS) as determined by the Cardiovascular Credentialing International (CCI).
- Experience: One year of experience within the last two years as a cardiac catheterization technician.
- Licensure:
 - Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.
 - Non-Personal Services: Must hold a full, current, valid, unrestricted license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance.

Core Duties:

- Perform duties within the scope of practice determined by didactic, laboratory, and clinical technological education and registration.
- Review and/or record pertinent patient history and supporting clinical data.
- Perform appropriate clinical procedures and obtain a record of anatomical, pathological, and/or physiological data for interpretation by a physician.
- Exercise discretion and judgment in the performance of cardiovascular diagnostic and therapeutic services.
- Participate in interventional cardiovascular catheterization and/or cardiac electrophysiology procedures, including balloon angioplasty, stent insertion, radiofrequency ablation, and pacemaker and/or implantable defibrillator insertion.
- Perform a full range of diagnostic ultrasound examinations.
- Perform daily warm up and assigned quality control checks of equipment
- Receive patients and explain procedures, providing humane and appropriate care and communication to alleviate fear of examination. Correctly position the patient for the examination and make adjustments necessary for the required examination.
- Input key test data and patient information into computer of equipment to maintain record of test results.
- Identify abnormalities during testing and determine the need for additional scans of affected area.
- Recognize anatomic variants and determine which other area(s) of the body should be scanned.
- Maintain and clean equipment on a regular basis in accordance with MTF policy. Stock and maintain an adequate level of supplies required for diagnostic procedures. Recommend necessary repairs when diagnostic quality is degraded.

Cardiovascular Technologist (Echocardiographer)

Minimum Qualifications:

- Degree: Certificate.
- Education: Graduate from a cardiovascular technologist program accredited by the

Commission on Accreditation of Allied Health Education Programs (CAAHEP) through the Joint Review Committee in Cardiovascular Technology (JRC-CVT).

- Registration: Registered Cardiac Sonographer (RCS) as determined by the Cardiovascular Credentialing International (CCI).
- Experience: One year of experience within the last two years as a cardiovascular technologist (echocardiographer).

Core Duties:

- Perform duties within the scope of practice determined by didactic, laboratory, and clinical technological education and registration.
- Review and/or record pertinent patient history and supporting clinical data.
- Perform appropriate clinical procedures and obtain a record of anatomical, pathological, and/or physiological data for interpretation by a physician.
- Exercise discretion and judgment in the performance of cardiovascular diagnostic and therapeutic services.
- Perform a full range of cardiac diagnostic ultrasound examinations.
- Perform daily warm up and assigned quality control checks of equipment
- Receive patients and explain procedures, providing humane and appropriate care and communication to alleviate fear of examination. Correctly position the patient for the examination and make adjustments necessary for the required examination.
- Input key test data and patient information into computer of equipment to maintain record of test results.
- Identify abnormalities during testing and determine the need for additional scans of affected area.
- Recognize anatomic variants and determine which other area(s) of the body should be scanned.
- Maintain and clean equipment on a regular basis in accordance with MTF policy. Stock and maintain an adequate level of supplies required for diagnostic procedures. Recommend necessary repairs when diagnostic quality is degraded.

Central Sterile Supply Technician

Minimum Qualifications:

- Degree: Certificate.
- Education: Completion of a central sterile supply training course is not required law by every state, but heavily preferred. The Certified Registered Central Service Technician (CRCST) is the standard certification.
- Certification: Current certification by the International Association of Healthcare Central Services Materials Management or current certification by the National Institute of Health Care Sterile Processing and Distribution Personnel.
- Experience: One year of experience within the last two years as a central sterile supply technician.

Core Duties:

- Receive, disassemble and inspect reusable medical devices and surgical instrumentation

for damage.

- Receive and dispose of regulated medical waste, general waste and soiled linen.
- Comply with OSHA regulations governing the wearing of personal protective equipment at all times when working in the decontamination area.
- Determine the correct method of decontamination to include the following: removal of blood, tissue fragments, body fluids and other gross contaminants. Decontamination methods shall include wiping, soaking, rinsing, scrubbing and using ultrasonic and washer decontamination/sterilizer equipment.
- Examine all items after decontamination/pre-sterilization procedures to ensure that gross contaminants have been removed and that instruments function properly.
- Ensure that all medical devices and surgical instrumentation are properly labeled and identified.
- Assemble and prepare the full range of specialty trays and instrument sets. Select correct wrapping or packaging material for medical devices and surgical instrument sets, select sterilization process in accordance with standard MTF procedures to include: Ethylene Oxide (ETO) or Steam Sterilization. Correctly label, seal, wrap or place in rigid containers, items with appropriate chemical indicator tape, and aerate gas sterilized items for the correct period of time.
- Receive sterilized trays, sets, and equipment from the sterilizer; check for integrity of sterilization, (i.e., color changes on indicator tapes, external and internal indicators, and dampness of packages); stock and properly store sterile items in sterile storage room in accordance with MTF procedures.

Certified Drug and Substance Counselor

Minimum Qualifications:

- Degree: Certificate required for non-privileged counselors. If there is a gap in the DHAPM 6025.13 vol.4, refer to Service-specific guidelines.
- Education: Graduate from a behavioral science program with specialized training in substance abuse and chemical dependency treatment.
- Certification: Maintain a national certification credential by the National Association of Alcohol and Drug Abuse Counselors or National Board of Certification Counselors or International Certification & Reciprocity Consortium/Alcohol and Other Drug Abuse.
- Experience: One year of experience within the last two years as a Certified Drug and Substance Counselor.
- License: Current, full, active, and unrestricted license to practice as a Certified Drug and Substance Addictions Counselor.

Core Duties:

- Perform a full range of Certified Addiction Counselor duties, in accordance with assignment and consistent with the scope of practice for profession, including but not limited to, medical care treatment and patient education in a knowledgeable, skillful, consistent, and continuous manner.
- Obtain or provide relevant information that will facilitate treatment and assist in developing programs.
- Provide assessment of substance abuse and addiction.

- Identify and document medical consequences of alcohol and other substance use, including withdrawal and detoxification.
- Facilitate the placement and management of patients in appropriate levels of care within the continuum of care model of the treatment of addictive disorders

Certified Athletic Trainer

Minimum Qualifications: (Service specific guidelines/policy is in effect)

- Degree: Bachelor's Degree.
- Education: Graduate from a college or university accredited by the Commission on Accreditation of Athletic Training Education (CAATE).
- Certification: Possess and maintain a current Certification in Athletic Training through the National Athletic Trainers' Association (NATA) Board of Certification (BOC)
- Experience: Two years of experience within the last three years as a Certified Athletic Trainer.

Core Duties:

- Perform a full range of Certified Athletic Trainer duties. All services performed shall fall within those guidelines established by the National Athletic Trainers Association, American College of Sports Medicine, American Medical Society for Sports Medicine and any additional Service specific guidelines.
- Prevent, recognize, treat (as stated in bullets below) and rehabilitate injuries.
- Provide evaluation and treatment of musculoskeletal injuries incurred, including, but not limited to the following: progressive resistance exercise (PRE), open and closed chain kinetic exercises, proprioceptive neuromuscular facilitation (PNF), manual therapy and joint mobilization, hydrotherapy, hydrocollator, cryotherapy, ultrasound therapy, phonophoresis, iontophoresis, and all varieties of muscle stimulation.
- Provide treatment for soft tissue damage, acute and chronic edema, post-surgical edema, muscle atrophy, pain, overuse injuries, decreased circulation and loss of strength due to injury or biomechanical imbalance.
- Provide emergency first aid, evaluation and treatment of injuries, and aid in preliminary diagnosis to include recognition of severity of injury, rendering initial treatment and performing initial examination.
- Design and fabricate protective pads, equipment and braces for the prevention and treatment of injuries including the use of proper taping techniques.

Certified Genetics Counselor

Minimum Qualifications:

- Degree: Master's Degree.
- Education: Graduate from a program in genetics counseling as determined by the Accreditation Council for Genetics Counseling.
- Certification: Possess and maintain certification as a genetics counselor through the American Board of Genetic Counseling (ABGC).
- Experience: One year of experience within the last two years as a certified genetic

counselor.

Core Duties:

- Perform a full range of genetics counseling, both independently and in association with Maternal-Fetal Specialists, for patients at risk of chromosomal, inheritable or acquired birth defects.
- Provide genetic counseling services for a variety of indications, including advanced maternal age, abnormal maternal serum-alpha-fetoprotein (MSAFP) screening, abnormal fetal ultrasound, significant family history of birth defect or inheritable disease or exposure to known teratogen.
- Serve as a resource for health care providers, providing information regarding prenatal testing as well as assessment of need for genetic counseling.
- Collaborate and coordinate with other departments such as Pediatrics to maintain continuity of care.

Certified Medical Assistant

Minimum Qualifications:

- Degree: Certificate.
- Education: Graduate from a medical assistant training program accredited by Commission on Accreditation of Allied Health Education Programs (CAAHEP) or the Accrediting Bureau of Health Education Schools (ABHES) of the American Medical Technologists or a formal medical services training program of the United States Armed Forces.
- Certification: Certified Medical Assistant Only: Current certification as a medical assistant by the American Association of Medical Assistants or Current registration by the American Medical Technologists or other formal program.
- Experience: One year of experience within the last two years as a Certified Medical Assistant.

Core Duties:

- Prepare examination rooms prior to patient's arrival.
- Assist with patient check-ins, admissions, discharges, and transfers.
- Check patient's vital signs, to include temperature, respiration, pulse, weight, blood pressure, and pulse oximeter reading.
- Obtain and document patient's current medical history, drug history, chief complaints, allergies and vital signs on the correct form.
- Perform diagnostic procedures when ordered.
- Maintain examination room stock levels and perform routine maintenance of examination rooms.
- Complete lab and x-ray requisitions in accordance with clinic policies.
- Enter demographic data into the computer upon patient check-in; enter diagnosis and departing time when patient is released.

Certified Medical Dosimetrist

Minimum Qualifications:

- Degree: Bachelor's Degree.
- Education: Completion of a Medical Dosimetry program of at least 12 months that has been accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) or completion of 36 months of clinical medical dosimetry experience under the direction of a certified medical dosimetrist or medical physicist and completion of 24 continuing education credits approved by the Medical Dosimetrist Certification Board (MDCB).
- Certification: Possess and maintain certification as a Medical Dosimetrist by MDCB.
- Experience: One year of experience within the last two years as a Certified Medical Dosimetrist.

Core Duties:

- Perform routine quality control tests on linear accelerator, simulator, and associated equipment.
- Perform clinical dosimetry measurements.
- Check charts of patients under treatment for completeness and accuracy and verify treatment parameters.
- Maintain patient database for record and verify system.
- Assist in fabrication of treatment blocks and patient positioning devices.
- Maintain familiarity with the proper use of radiation therapy equipment and demonstrate capability and efficiency in the operation of required equipment.

Chiropractic Assistant

Minimum Qualifications:

- Degree: Certificate.
- Education: Attend a formal training program as a chiropractic assistant, nursing assistant, physical therapy assistant, operating room technician or other similar medically related support type occupation.
- Experience: One year of experience within the last two years as a Chiropractic Assistant, or similar position.
- Licensure:
 - Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.
 - Non-Personal Services: Must hold a full, current, valid, unrestricted license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance

Core Duties:

- Prepare treatment areas for incoming patients.
- Administer complex, specialized supportive physiotherapy treatment in areas such as ultrasound, electrotherapy, and therapeutic hot/cold and therapeutic exercise in support of chiropractic treatments in the clinic in a safe and medically accepted manner as directed by the supervising health care provider.
- Instruct and provide oversight over patient exercise programs.

- Report unusual patient treatment response or hazardous or malfunctioning equipment immediately.
- Documents patient history, reported subjective symptoms, care interventions provided, response to interventions, observations, and patient education in the electronic health record as directed by the provider and according to established protocols. Reports any abnormalities to the provider immediately.

Chiropractor

Minimum Qualifications:

- Degree: Doctor of Chiropractic.
- Education: Graduate from a college or university accredited by the Council on Chiropractic Education.
- Experience: As required to meet clinical competency requirements specified in the credentialing instruction.
- Licensure:
 - Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.
 - Non-Personal Services: Must hold a full, current, valid, unrestricted license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance

Core Duties:

- Perform a full range of clinical diagnosis and chiropractic treatment for commonly occurring neuro-musculoskeletal conditions including subluxation complex;
- Conduct a patient history and chiropractic physical examination as clinically indicated.
- Use the modalities of heat, cold, light, electricity, sound and exercises in patient treatment area.
- Provide patient instructions and recommendations in all matters pertaining to hygiene, nutrition, exercise, life style changes and ergonomic factors in the activities of daily living.
- Plan and conduct lectures and training programs on chiropractic related subjects for staff, students and patients.
- Ensure availability as it pertains to orthotics, lifts, collars, and lumbar sacral supports from within available MTF supplies.
- Place active duty patients on limited duty status (profile) according to MTF policy.

Clinical Pharmacist

Includes, but not limited to: Ambulatory Care Pharmacy; Critical Care Pharmacy; Nuclear Pharmacy; Nutrition Support Pharmacy; Oncology Pharmacy; Pediatric Pharmacy; Pharmacotherapy Pharmacy; Psychiatric Pharmacy

Minimum Qualifications:

- Degree: Doctor of Pharmacy (Pharm.D.).
- Education: Graduate from a college or university accredited by the Accreditation Council on Pharmaceutical Education (ACPE) or a Foreign Pharmacy Graduate

Examination Committee (FPGEC) certificate and active licensure from a U.S. state, territory, or district.

Internship/Residency: Completion of a clinical pharmacy internship, residency and/or fellowship accredited by the American Society of Health System Pharmacists or American College of Clinical Pharmacy.

- Experience: As required to meet clinical competency requirements specified in the credentialing instruction.
- Licensure:
 - Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.
 - Non-Personal Services: Must hold a full, current, valid, unrestricted license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance
- Requirements for additional Pharmacist privileges include one of the following:
 - Certification by the Board of Pharmacy Specialties in one or more recognized practice areas appropriate for the privileges requested (e.g., Pharmacotherapy, Ambulatory Care Pharmacy, et.); or
 - Completion of a clinical pharmacy residency or fellowship accredited by the American Society of Health-System Pharmacists or American College of Clinical Pharmacy; or
 - Completion of a Post-Graduate Master of Science degree with emphasis in medication therapy management or direct patient care.

Core Duties:

- Assess patient's response to drug therapy and planning drug therapy based on physician-established diagnoses.
- Order and evaluate laboratory tests necessary to evaluate drug therapy effects and outcomes.
- Initiate, modify, or discontinue medications for ongoing therapy of chronic disease states (e.g., hypertension, hyperlipidemia, anticoagulant, diabetes, asthma, refill clinics, etc.), in cooperation with the medical staff.
- Monitor and manage pharmacotherapy requiring periodic adjustment due to specific or changing pharmacokinetic characteristics (e.g., aminoglycosides, phenytoin, antithrombotic).
- Administer prescription or non-prescription drugs according to established agreements or MTF protocols.
- Assess metabolic needs and ensure availability for therapeutic enteral or parenteral nutrition products in the inpatient setting.
- Evaluate medical and medication histories for drug-related problems and adjusting drug therapy accordingly.
- Consult with other healthcare providers (e.g., physicians, dietitians, nurses, physical therapists, etc.) about patient treatment needs or options.
- Perform a full range of pharmacist procedures.
- Review patient profiles at the time of dispensing in order to closely monitor medication therapy.
- Ensure prescription directions for use, dose, medication interactions, therapeutic duplications or overlaps, allergy information, age specific dosage, and other pertinent

data are appropriate for individual patients.

- Ensure accuracy of all pharmaceutical products prepared or processed by technical staff.
- Provide medication and healthcare related in service training to clinical staff on new medications on the market; appropriate use of medications; comparison of current medication therapies; and other topics as deemed appropriate by the department head.
- Consult with other specialty practitioners to provide optimal patient pharmaceutical care.
- Document significant medication interactions, and pharmacy interactions with prescribers. Conduct Adverse Drug Reaction (ADR) reporting in accordance with accreditation standards.
- Facilitate medical staff drug utilization reviews (DURs) as deemed necessary.

Clinical Psychologist

Minimum Qualifications:

- Degree: Doctor of Philosophy (PhD) or Doctor of Psychology (PsyD).
- Education: Graduate from an American Psychology Association accredited college or university with a doctoral degree in clinical or counseling psychology. Additional training is required for psychology specialties. Refer to the DHA PM 6025.13, vol. 4 for requirements.
- Internship/Residency: Successful completion from an internship in psychology accredited by the American Psychological Association.
- Experience: As required to meet clinical competency requirements specified in the credentialing instruction.
- Licensure:
 - Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.
 - Non-Personal Services: Must hold a full, current, valid, unrestricted license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance.

Core Duties:

- Practice within the guidelines of their state licensing board, American Psychological Association Ethical Principles and Code of Conduct, and MTF privileges.
- Conduct psychological evaluations utilizing information from clinical interviews, psychological testing, and collateral sources, as appropriate.
- Establish psychiatric diagnoses according to the American Psychiatric Association Diagnostic and Statistical Manual of Disorders.
- Provide psychological treatment for individuals and groups; help medical and surgical patients deal with illnesses or injuries.
- Assist in rehabilitation of patients.

Cytotechnologists

(American Society of Clinical Pathologists)

Includes, but not limited to: Cytotechnology (CT)

Minimum Qualifications:

- Degree: Bachelor's degree.
- Education: Have graduated from a school of cytotechnology accredited by the Committee on Allied Health Education and Accreditation or other organization approved by HHS.
- Certification: Current certification/registration as determined by the American Society of Clinical Pathology (ASCP) or possess a current license as a cytotechnologist issued by the State in which the laboratory is located.
- Experience: One year of experience within the last two years as a cytotechnologist.

Core Duties:

- Perform slide interpretation and provide diagnostic results of gynecologic and non-gynecologic cytology samples.
- Evaluates and interprets cytological specimens for disease processes as manifested in cytopathology preparations. The diagnostic interpretation of these specimens directs the clinician in the treatment of patients.
- Issues the final diagnosis for those gynecological cases rendered negative these diagnoses include hormonal aberrations, microbiological findings, and inflammatory related changes.
- Determine the suitability of specimens for analysis. Prepare specimens for analysis and ensure that the cellular structures and features of diagnostic material is maintained.
- Prepare reagents and primary reference materials as necessary. Calibrate, standardize, adjust, and maintain instruments. Verify correct instrument operation using established procedures and quality control checks. Identify the cause of common problems and make simple repairs.
- Participates in the collection and preparation of specimens. This includes, but is not limited to, fine needle aspiration, bronchoscopy, touch preparations, and endoscopy.
- Determines the adequacy of such specimens and if appropriate recommends repetition of procedure. Instructs clinician on the proper method for obtaining cytologic specimens for optimal diagnoses
- Conduct quality control procedures on equipment, reagents and products and, with government oversight, maintain proper records for quality control and quality assurance reports.

Diagnostic Medical Sonographer (ARDMS/ARRT)

Includes, but not limited to: Angiography Technologists; Breast Sonographer; Registered Diagnostic Cardiac Sonographer; Registered Diagnostic Medical Sonographer; Registered Vascular Technologist; Registered Musculoskeletal Sonographer

Minimum Qualifications:

- Degree: Certificate.
- Education: Graduate from an academic program accredited by the Commission on Accreditation for Allied Health Education Programs (CAAHEP).
- Certification: Certified by the American Registry for Diagnostic Medical Sonography

(ARDMS) in the specialty identified in the TO.

- Experience: One year of experience within the last two years as a sonographer in the specialty area identified in the TO.

Core Duties

- Correlate the patient's clinical history with the requested examination to be performed and obtain the results from previous pertinent diagnostic tests to correlate with the ultrasound study.
- Consult with staff physicians from a variety of specialties such as obstetrics, gynecology, cardiology and surgery regarding the patient's pertinent past medical history, preliminary diagnosis, and condition so it correlates with the ultrasound examination.
- Recognize normal anatomic variants. Also, recognize anatomic changes created by medical and surgical procedures.
- Document arrival, departure, and completed tests as required by MTF policy. Send appropriate image series to the radiologist for reading according to MTF protocol.
- Perform system warm ups, calibrations and quality control tasks according to manufacturer and MTF policy. Recognize artifacts and equipment errors and notify designated Government personnel of outlying values.
- Explain process to patient, and instructs and assists patient in assuming physical position for examination.
- Assist in the compiling and archiving of records for procedures performed
- Observe and report to the radiologist any symptoms which have direct bearing on the patient's condition as a result of adverse reaction to contrast media and inform the radiologist of any condition requiring his/her attention. Recognize the need for and initiate emergency measures for critical situations such as respiratory or cardiac arrest.
- Identify abnormalities during testing and determine need for additional scans of affected area.
- Perform a full range of diagnostic ultrasonic examinations as appropriate to the discipline.

Dietitian Technician

Minimum Qualifications:

- Degree: Associates Degree.
- Education: Graduate from a U.S. accredited college or university and successful completion, of a minimum of 450 supervised clinical practice hours, through a dietetic technician program as accredited by the Accreditation Council for Education and Dietetics of the Academy of Nutrition and Dietetics (ACEND).
- Registration: Possess and maintain a current registration as a Dietetic Technician, Registered (DTR) from the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics.
- Experience: One year of experience within the last two years as a Dietetic Technician.

Core Duties:

- Collect nutritionally relevant data, e.g., medication, clinical symptoms, laboratory values, dietary history, anthropometrics, etc., from the medical record consistent with screening

and assessment guidelines for all age specific groups from infants to geriatrics. Complete nutritional assessments of the nutritional status/needs of not- at-risk patients. Document care provided in Electronic Health Record (EHR) in accordance with MTF local standards and requirements.

- Calculate nutrient and energy intake values and assisting in evaluating data from patient's dietary history.
- Maintain all required records, reports and statistics in accordance with MTF policy. Assist in implementing and evaluating Nutrition Management Department functions.
- Assist in the care and maintenance of equipment and supplies used in the performance of duties. Document maintenance on equipment. Ensure availability of supplies and educational materials as required.

Early Childhood Educator

Minimum Qualifications:

- Degree: Bachelor's Degree.
- Education: Complete formal program in special education from an accredited college or university.
- Certification: Current unrestricted state certification.
- Experience: Three years of experience within the last four years as an Early Childhood Educator.

Core Duties:

- Provide a full range of Early Childhood Special Educator and Service Coordination services targeting the patient population of infants and toddlers from birth to 36 months old inclusive of pediatric patients who have developmental delays or disabilities or are at-risk for developmental delay.
- Services provided are required by the Individuals with Disabilities Education Act.
- Assist in the coordination of services such as physical therapy, occupational therapy, speech therapy, education and counseling intervention to eligible infants and toddlers with disabilities, ages 0-36 months inclusive, and their families. The emphasis is on family centered care (i.e., emphasis on the patient [child] within the family unit, rather than on the patient alone).
- Participate in the following: implementation of child find activities, development, evaluation, implementation, and modification of Individualized Family Service Plans, consultation regarding integration of patients into child care settings with typically developing children, evaluation, fitting, procurement, and instruction in use of assistive technology devices, identification of family values, beliefs, goals, concerns, and priorities within cultural context which impact patient development, conducting patient/family screenings to determine the need for additional early intervention assessment and treatment, assessing and recommending modification of family and/or day care environment to enhance patient's development, modifying intervention and treatment plan in accordance with patient's and family's changing needs, and treatment planning, family conference, and discharge planning sessions as required.

Electroencephalographic Technologist

Includes, but not limited to: Electroencephalographic Technologist (EEG); Evoked Potentials Technologist (EP); Neurophysiologic Intraoperative Monitoring Technologist (CNIM); Long Term Monitoring Technologists (CLTM); Autonomic Testing Professionals (CAP)

Minimum Qualifications:

- Degree: Certificate.
- Education: Complete certification in the specialty area identified in the TO.
- Certification: Certified by the American Board of Registration of Electroencephalographic and Evoked Potential Technologists (ABRET) in the specialty identified in the TO.
- Experience: One year of experience within the last two years as an Electroencephalographic Technologist/or the designated specialty area identified in the TO.

Core Duties:

- Perform routine diagnostic studies and services.
- Adhere to safety policies and procedures in accordance with the MTF policies.
- Determine if any special patient preparation is required.
- Modify or adjust the recording strategy and/or instrument parameters based on the technologist's evaluation of recorded data to ensure a complete, comprehensive and technically satisfactory study
- Process studies and submit to the requesting physician.
- Document all procedures and maintain records in accordance with the established policy at the place of performance.
- Perform system calibrations and quality control tasks according to the manufacturer and MTF policies.
- Recognize the need for and institute the necessary emergency measures for situations where a person requires resuscitation procedures due to cardiac or respiratory arrest.

Emergency Medical Technician (EMT)/Paramedic

Includes, but not limited to: Nationally Registered Emergency Medical Technician (NREMT); Nationally Registered Advanced Emergency Medical Technician (NRAEMT); Nationally Registered Paramedic (NRP)

Minimum Qualifications:

- Degree: Certification
- Education: Graduate from an accredited NREMT program.
- Certification: Possess and maintain national certification such as NREMT, NRAEMT, or NRP from the National Registry of Emergency Medical Technicians (NREMT).
- Experience: One year of experience within the last two years as an EMT, NREMT, NRAEMT or NRP.

Core Duties:

- Provide a full range of EMT services within the MTF and supported geographical area.
- Maintain proficiency in the operation of the ambulance radio equipment.
- Monitor and operate ambulance radio equipment as required by the circumstances.
- Provide the patient with the necessary and appropriate medical care, consistent with ambulance equipment and supplies, and personnel certification, training, and experience during transport.
- Control and properly dispose of all medical waste incurred during transport.
- Conduct routine restocking, cleaning, and disinfection of the vehicle, equipment, and supplies. Ensure the ambulances are safe to operate, sanitary, and properly functioning.
- Document all treatment provided to the patient during the patient transport.
- Rapidly stabilizing the patient, according to Advance Life Support (ALS) protocol and EMS written protocols.
- Lift, place, and deliver patients to the receiving destinations for medical care. Place patients on monitors, administer needles, IVs, oxygen, or dressings. Carry patient records or baggage/belongings to the destination for patient care. Redress patient's wounds.

Exercise Physiologist

Minimum Qualifications:

- Degree: Bachelor's Degree.
- Education: Graduate from a program in exercise physiology, exercise science, kinesiology, sports medicine or wellness accredited by the American Society of Exercise Physiologists (ASEP).
- Certification: Certified Exercise Physiologist from the American College of Sports Medicine (ACSM); Automated External Defibrillator (AED) certification.
- Experience: One year of experience within the last two years as an Exercise Physiologist.

Core Duties:

- Assess the fitness level of the population as defined in the TO using sound epidemiological principals. Use evidenced based exercise and behavior change theories to develop, coordinate, implement, conduct, track and evaluate a comprehensive fitness program aimed at fitness improvement and disease intervention and prevention.
- Administer fitness assessments, fitness counseling, fitness prescriptions and, medical exercise/post rehabilitation fitness programs, functional screenings, disease management, preventative services and various other health and fitness programs and activities that meet the community needs.
- Design, develop and establish appropriate administrative and management systems, procedures and policies to ensure the highest professional level of fitness programming within the community.
- Provide health education expertise, consultancy and advocacy to support a comprehensive fitness program.
- Perform unit fitness quality checks and/or staff assistant visits as needed.
- Use assessment results and evidenced-based exercise and behavior change theories to plan comprehensive, integrated and effective fitness programs.

- Schedule beneficiaries for appointments and conduct associated administrative functions as required.
- Plan and conduct submaximal assessments of estimated aerobic capacity by means of cycle ergometry/heart rate monitor and computer.
- Accurately retrieve and file beneficiary information IAW local guidance.

Marriage and Family Counselor

Minimum Qualifications:

- Degree: Master's Degree.
- Education: Graduation from a marriage and family therapy accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) or a qualifying degree in an allied mental health field from a regionally accredited education institution in conjunction with a program of marriage and family therapy study that is equivalent to the COAMFTE standards, as defined by the American Association of Marriage and Family Therapy (AAMFT).
- Certification: Possess and maintain a current Clinical Membership as a Marriage and Family Therapist from the American Association of Marriage and Family Therapy (AAMFT).
- Experience One year of experience within the last two years as a marriage and family counselor.
- Licensure: Possess a license for independent practice from a U.S. state, territory, or district to practice as a Marriage and Family Therapist.
 - Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.
 - Non-Personal Services: Must hold a full, current, valid, unrestricted license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance.

Core Duties:

- Perform assessment, counseling, psychotherapy, education, and referral services to individuals, couples and families. With the patient, conducts a relevant social, developmental and historical assessment to develop a treatment plan that encompasses relevant information for family education, counseling and referrals. The education services would include workshops on family dynamics and the impact of substance abuse disorders on families.
- As a member of the inter-disciplinary treatment team, provide effective interface with team members regarding identification of treatment concerns, appropriate interventions and referrals as related to family dynamics and past/current history of abuse.
- Integrate, initiate and effectively introduce patient and family members (as indicated) into an education/counseling process. Individual, couples and family dynamics are identified as related to their treatment process and entry into early recovery, from a systems perspective (except where contraindicated such as psychological stability or history of violence).

- Assess for and report spouse, child and elder abuse where indicated by state and federal laws while accessing appropriate services.
- Use family program assessments to develop individualized treatment plans for families and make recommendations for services for after care in coordination with the clinical (civilian and military) community and patient family.
- Facilitate couple and/or spouse education workshops for patients and their spouses where alcohol/drug dependency may impact the family through the use of films, communication exercises and didactic presentations, facilitates discussions and education of patients and their families.

Medical Physicist

Minimum Qualifications:

- Degree: Master's Degree.
- Education: Graduate from a college in medical physics, radiological physics, health physics, or physics accredited by the Commission on Accreditation of Medical Physics Education Programs, Inc (CAMPEP).
- Certification: Board eligible or board certified in diagnostic medical physics or nuclear medical physics or therapeutic medical physics from the American Board of Radiology of medical health physics from the American Board of Medical Physics (ABMP).
- Experience: One year of experience within the last two years as a Medical Physicist.

Core Duties:

- Maintain calibration of all treatment machines and radiation sources according to accepted protocols.
- Provide clinical expertise with regards to the purchase of new radiation therapy treatment related equipment and upgrades of existing equipment, avoiding any personal or organizational conflicts of interest.
- Provide clinical expertise for acceptance testing, commissioning, calibration, and periodic quality assurance of radiation therapy equipment, avoiding any personal or organizational conflicts of interest.
- Measure and analyze beam data for the treatment machines and assure that beam and source data are correctly entered into the treatment planning system and that beam data is tabulated in a form that is usable by the radiation therapists, dosimetrists, and radiation oncologists.
- Work with other members of the treatment planning team to establish treatment planning and delivery procedures.
- Perform and determine radiation dose distributions for patients undergoing treatment. Ensure accuracy of the plans, dosimetry calculations, dose totals, and their documentation in patient's charts. This includes 3-Dimensional conformal radiotherapy planning and delivery.
- Ensure the function and the operation of the following technologies; Virtual Wedge, Electronic Portal Imaging Devices (EPID), Digital Reconstructed Radiographs, Virtual Simulation, and Multileaf Collimation, Tomotherapy, Stereotactic Radiation therapy and High Dose Rate Brachytherapy.
- Meet radiation monitoring, quality assurance, and safety requirements to ensure

compliance with licensure requirements, hospital radiation safety regulations, and national standards of performance.

Medical Laboratory Technician

Includes, but not limited to: Histotechnician (HT); Medical Laboratory Technician (MLT); and Certified Medical Laboratory Assistant (CMLA)

Minimum Qualifications:

- Degree: Certificate.
- Education: Graduate from a medical laboratory technician training program accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) or the Accrediting Bureau of Health Education Schools (ABHES) or educational program acceptable to the American Medical Technologist (AMT).
- Certification: Certification/registration as determined by the American Society for Clinical Pathology (ASCP) or AMT as specified in the TO.
- Experience: One year of experience within the last two years as a medical laboratory technician.

Core Duties

- Perform a full range of clinical laboratory tests in any one or a combination of the following sections of the laboratory: hematology, chemistry, cytology, histotechnology, urinalysis, serology, microbiology and blood bank as outlined in the TO.
- Determine the suitability of specimens for analysis. Prepare specimens for analysis and ensure that the physiologic state of the properties is maintained.
- Prepare reagents and primary reference materials as necessary. Calibrate, standardize, adjust, and maintain instruments. Verify correct instrument operation using established procedures and quality control checks. Identify the cause of common problems and make simple repairs.
- Recognize and react to indicators of malfunction. Locate and implement corrections. Obtain analytical data, convert to a prescribed unit of reporting, as necessary, and correlate data to verify results.
- Conduct quality control procedures on equipment, reagents and products and maintain proper records for quality control and quality assurance reports.
- Prepare specimens for transport to MTF laboratory or for mail out.
- Prepare biological waste for proper disposal.

Medical Laboratory Technologist

(American Society of Clinical Pathologists/American Medical Technologist)

Includes, but not limited to: Blood Banking (BB); Chemistry (C); Cytogenetics (CG); Hematology (H); Histotechnology (HTL); Medical Laboratory Scientist (MLS); Microbiology (M); Molecular Biology (MB)

Minimum Qualifications:

- **Degree:** Bachelor's degree.
- **Education:** Graduate from a medical technology program accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) or the Accrediting Bureau of Health Education Schools (ABHES) or educational program acceptable to the American Medical Technologist (AMT).
- **Certification:** Current certification/registration as determined by the American Society of Clinical Pathology (ASCP) or AMT.
- **Experience:** One year of experience within the last two years as a medical laboratory technologist.

Core Duties:

- Perform a full range of automated and non-automated laboratory procedures in the areas of chemistry, urinalysis, hematology, serology, bacteriology, and immunohematology according to established protocols.
- Determine the suitability of specimens for analysis. Prepare specimens for analysis and ensure that the physiologic state of the properties is maintained.
- Prepare reagents and primary reference materials as necessary. Calibrate, standardize, adjust, and maintain instruments. Verify correct instrument operation using established procedures and quality control checks. Identify the cause of common problems and make simple repairs.
- Recognize and react to indicators of malfunction. Locate and implement corrections. Obtain analytical data, convert to a prescribed unit of reporting, as necessary, and correlate data to verify results.
- Conduct quality control procedures on equipment, reagents and products and maintain proper records for quality control and quality assurance reports.

Nuclear Medicine Technologist

Includes, but not limited to: Nuclear Medicine technologist, nuclear cardiology technologist (NCT), positron emission tomography (PET) technologist, and nuclear medicine advanced associate (NMAA).

Minimum Qualifications:

- **Degree:** Bachelor's degree.
- **Education:** Graduate from an academic program that includes major study, or at least 24 semester hours, in scientific subjects such as radiation biology, anatomy, physiology, nuclear medicine physics, radiation physics, nuclear instrumentation, medical technology, nuclear medicine, radio-nuclide chemistry, radio-pharmacology or statistics.
- **Certification:** Certified in nuclear medicine technology by the Nuclear Medicine Technology Certification Board (NMTCB) or American Registry of Radiologic Technology (ARRT), or national certification by the Canadian Association of Medical Radiation Technologist (CAMRT).
- **Experience:** One year of experience within the last two years as a Nuclear Medicine Technician.

Core Duties:

- Uses specialized equipment to perform nuclear medicine imaging.
- Selects imaging protocols and required accessories and makes adjustments based on the specific examination requirements.
- Records and processes the image. Manipulates the recorded image using computer applications.
- Cleans and inspects equipment and performs preventive maintenance.
- Receives patients, schedules appointments, prepares and processes examination requests and related records, and files images and reports.
- Reviews images to ensure quality standards are met.
- Performs equipment quality control checks.

Occupational Therapist

Minimum Qualifications:

- Degree: Master's degree in occupational therapy.
- Education: Graduate from a program in occupational therapy accredited at the time of graduation by the Accreditation Council for Occupational Therapy Education (ACOTE) or predecessor organization, to include an internship prescribed by the education institution. Completion of 6 months of clinical internship (usually accomplished prior to graduation and must be done in order to be eligible to take the certification exam). Completion of professional coursework in the specialty area such as Educational and Developmental Intervention Services (EDIS).
- Certification: Certified in occupational therapy through the National Board for Certification in Occupational Therapy (NBCOT).
- Experience: As required to meet clinical competency requirements specified in the credentialing instruction.
- Licensure:
 - Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.
 - Non-Personal Services: Must hold a full, current, valid, unrestricted license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance.

Core Duties:

- Provide full spectrum of occupational therapy services in accordance with the scope of clinical privileges granted by the MTF.
- Evaluate and treat deficits in occupational performance components that include motor, neuro-musculoskeletal, cognitive, social, and psychological dysfunction. Treatment includes individual and group-based purposeful activity, exercise, physical agent modalities, fabrication and training in the use of temporary functional orthotics, splints and adaptive devices, counseling, and education.
- Provide assessment, education, and training in the areas of health promotion and disease/injury prevention, to include prevention of psychological dysfunction and stress management.

- Administer and interpret occupational therapy assessment and evaluation tools.
- Interpret evaluation findings to develop and coordinate intervention plans, including goals and methods to achieve stated goals.
- Implement the intervention plans directly or in collaboration with others.
- Monitor the individual's response to interventions and modify treatment plan and reevaluate as necessary.
- Communicate and/or collaborate with the patients, family members, caregivers, interdisciplinary professionals or other individuals verbally and in writing.
- Provide clinical supervision to Occupational Therapy Assistants and Certified Occupational Therapy Assistants.

Occupational Therapy Assistant

Minimum Qualifications:

- Degree: Associates Degree for Occupational Therapy Assistant.
- Education: Graduate from a college or university accredited at the time of graduation by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA).
- Certification: Certified through the National Board of Certified Occupational Therapy (NBCOT).
- Experience: One year of experience within the last two years as an Occupational Therapy Assistant.
- License: Current, full, active, and unrestricted license to practice as an occupational therapy assistant.

Core Duties:

- Provide full spectrum of occupational rehabilitative services under the plan of care of a credentialed provider.
- Use assessment tools, intervention techniques and treatment modalities under the plan of care of a credentialed provider.
- Use complex/multi-step instructions with patients, caregivers, and other health care professionals and adapt those instructions according to the learning styles of the trainees or individuals receiving the instructions.
- Identify, recommend and fabricate, as needed, complex adaptive and assistive devices, durable medical equipment and complex dynamic splinting, after consultation with the occupational therapist.

Ophthalmology Technician/Technologist

Minimum Qualifications:

- Degree: Certificate.
- Education: Complete an ophthalmology technician or an optometric technician course
- Certification: Possess and maintain current certification as a Certified Ophthalmic Assistant (COA) or Certified Ophthalmic Technician (COT) or Certified Ophthalmic Medical Technologist (COMT) by the Joint Commission on Allied Health Personnel in Ophthalmology or a completed a formal ophthalmic training program of the United

Stated Armed Forces.

- Experience: One year of experience within the last two years as an Ophthalmic Technician/Technologist.

Core Duties:

- Provide a wide variety of duties to assist the optometrist/ophthalmologist as appropriate to the level of certification (i.e., COA, COT, or COMT).
- Obtain patient histories, perform prescription verification, and maintain patient records.
- Assist in testing patient vision. Test far and near acuity, peripheral vision, depth perception, and color perception.
- Examine the eye, using slit lamp, for abnormalities of cornea, and anterior and posterior chambers.
- Apply drops to anesthetize, dilate, or medicate eyes.
- Measure intraocular pressure of eyes (glaucoma test).
- Test field of vision, including central and peripheral vision, for defects, and chart test results on graph paper.
- Measure axial length of eye, using ultrasound equipment.
- Instruct patients concerning eye care and contact lens handling.

Optometrist

Minimum Qualifications:

- Degree: Doctor of Optometry from an accredited organization.
- Education: Graduate from a school or college approved by the Accreditation Council on Optometric Education (ACOE) of the American Optometric Association.
- Experience: As required to meet clinical competency requirements specified in the credentialing instruction.
- Licensure:
 - Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.
 - Non-Personal Services: Must hold a full, current, valid, unrestricted license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance.

Core Duties:

- Examine, diagnose, treat or prescribe courses of treatment for those suffering from diseases, injuries, or disorders of the visual system, the eye, and associated structures as well as diagnose related systemic conditions.
- Promote prevention and wellness, vision conservation, education and training activities, vision screenings, and positive eye and vision health behaviors.
- Conduct vision research in a problem area of considerable scope and complexity which requires novel approaches and which results in answers to important questions or important changes in existing methods and techniques.
- Advise and make professional clinical recommendations as to courses of action on problems and considerations of national scope in all areas of optometry.
- Provide full spectrum of clinical services to treat the most complex optometric related

patient conditions.

Orthopedic Technician

Minimum Qualifications:

- Degree: Certificate.
- Education: High school diploma or equivalent with additional training or education; supplemented with one to two (1-2) years of related experience in an accredited health care hospital which results in familiarity with and knowledge of hospital or clinic routines and procedures in orthopedics, including orthopedic trauma service, pediatrics, hand, foot and ankle, sports, and/or spine. Completion of an accredited orthopedic technology program or related Allied Health program is preferred.
- Certification: Maintain a national certification by American Society of Orthopedic Professionals (ASOP) or National Board for Certification of Orthopedic Technologists (NBCOT)
- Experience: One year of experience within the last two years as an orthopedic technician in an accredited hospital clinical setting.

Core Duties:

- Assists physicians with patient care; properly fits and applies pre-operative braces, crutches, and other soft goods; assists in preparation for and application of casts and orthopedic appliances; changes dressings; removes sutures, casts, and splints.
- Assists physicians and nurses with orthopedic procedures, including wound care, aspirations, minor surgical procedures, and fracture reductions; instructs patients in cast and traction care and the use of orthopedic appliances.
- Maintains clean and well-stocked cast and soft goods room; orders special supplies and/or equipment from within the MTF.
- Coordinates data collection resources for the clinic information systems.
- Remains current with orthopedic trends, care and supplies; performs other duties as assigned.

Orthotist/Prosthetist

Notes:

- Orthotist. This position specializes primarily in providing care to patients with disabling conditions of the limbs and spine by fitting them with orthotic devices (orthopedic shoes or braces).
- Prosthetist. This position specializes primarily in providing care to patients with partial or total absence of a limb by fitting them with prosthetic devices (artificial limbs).

Minimum Qualifications:

- Degree: Bachelor's degree.
Education: Graduate from an accredited program with a major study in prosthetics and orthotics approved by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and completion of a National Commission on Orthotic and Prosthetic Education (NCOPE) accredited residency program.
- Certification: Certified by the American Board for Certification in Orthotics and

Prosthetics or the Board for Orthotist/Prosthetist Certification.

- Experience: One year of experience within the last two years in orthotics and/or prosthetics.

Core Duties:

- Attend clinic and participate as a fully participating member of the treatment team with considerable influence in the development of the treatment plan.
- Conduct clinical patient analyses such as gait, range of motion, and lifestyle for patients with a wide range of complex medical conditions which include unusual problems or complications and to design unique or innovative devices to accommodate those conditions.
- Apply materials such as plastics, composites, metals, and leather used in fabrication in order to design and fabricate prescribed devices considering new and emerging technologies.
- Recognize physical abnormalities, deviations, and complicating conditions with potentially life-threatening implications.
- Provide patient evaluation, prosthesis design, fabrication, fitting and modification to treat limb loss for purposes of restoring physiological function and/or cosmesis.

Perfusionist

Minimum Qualifications:

- Degree: Bachelor's Degree.
- Education: Graduate from an accredited cardiovascular perfusion education program approved by the American Board of Cardiovascular Perfusion (ABCP).
- Certification: Certified by the ABCP.
- Experience: One year of experience within the last two years as a perfusionist.

Core Duties:

- Prepare and assemble the heart-lung machine, intra-aortic balloon pumps and other related extracorporeal apparatus with the appropriate modifications and adaptations thereof so as to be compatible with each patient, pathology and type of case.
- Maintain and operate the extracorporeal circulation apparatus (heart-lung machine), provide oxygenated blood, anesthetics, blood chemical and base equilibrium, (specifically normal heart and lung functioning) to the patient during heart surgery.
- Follow the rigid surgical aseptic techniques required to institute and maintain total body perfusion of the patient during open-heart surgery using extra-corporeal circulation.
- Ensure that all systems function perfectly and in coordination with each other, as well as with the physiological status of the patient and the successive phases of the surgical procedure.
- Prepare and assemble the extra-corporeal apparatus with appropriate modifications and adaptations compatible with the size of the patient, cardiac pathology, physiological status of the patient's cardiovascular system, degree of illness of the patient and the surgical technical problems that may be encountered.
- Control the technical operation and coordinate the maneuvers by which extra-corporeal circulation is instituted, sustained, and discontinued so that the heart and lungs resume

normal function.

- Induce hypothermia when prescribed by the surgeon.
- Operate the cardioplegia delivery system for infusion of cardioplegia to the coronaries for myocardial preservation.
- Initiate, operate, and monitor the membrane respiratory or cardiac assist device for critically ill patients.
- Operate intra-aortic balloon assist devices when necessary.
- Adjust balloon inflation and deflation.
- Detect arrhythmias and insure the balloon's proper functioning.
- Maintain constant surveillance of overall performance of extra-corporeal apparatus in relation to the physical and chemical changes produced in the blood by obtaining samples during various phases of perfusion for the purpose of making the following determinations: pH, PCO₂ PO₂, acid base equilibrium, potassium and sodium content, and by interpretation of electrocardiographic and electroencephalographic recordings during perfusion.
- Initiate and operate (as directed by the cardiothoracic surgeon) haemonetics cell saver machine, facilitating the salvaging and washing of blood cells, and returning these viable blood products to the patient.
- Ascertain the proper sterilization of all supplies, components of the heart-lung machine and all equipment used for extra-corporeal circulation.
- Provide post-operative perfusion services as required for ventricular assist patients.
- Participate with cardiothoracic surgeons and other disciplines in clinical investigation and research conducted in connection with open-heart surgery by suggesting modifications and/or improvements based on technical knowledge of equipment.
- Provide standby services for Percutaneous Transluminal Coronary Angioplasty (PTCA) procedures.

Pharmacist

Minimum Qualifications:

- Degree: Bachelor's degree in pharmacy.
- Education: Graduate from a college or university accredited by the Accreditation Council on Pharmaceutical Education (ACPE).
- Experience: One year of experience within the last two years as a pharmacist.
- Licensure:
 - Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.
 - Non-Personal Services: Must hold a full, current, valid, unrestricted license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance.

Core Duties:

- Perform a full range of pharmacist procedures.
- Deliver comprehensive pharmaceutical services within the personnel, supply, and

equipment capabilities of the facility.

- Counsel patients regarding appropriate use of medications.
- Review patient profiles at the time of dispensing in order to closely monitor medication therapy.
- Ensure prescription directions for use, dose, medication interactions, therapeutic duplications or overlaps, allergy information, age specific dosage, and other pertinent data are appropriate for individual patients. Intervention with providers shall be made for noted discrepancy of above listed items.
- Compound medications as required.
- Ensure accuracy of all pharmaceutical products prepared or processed by technical staff.
- Provide inventory control of all pharmaceuticals in the pharmacy, especially scheduled pharmaceuticals, and ensure pharmacy security. Subject to government control, maintain appropriate records and security of all scheduled controlled substances according to applicable regulations.

Pharmacy Technician

Minimum Qualifications:

- Degree: Certificate.
- Education: Graduate from a formal pharmacy technician program accredited by the American Society of Health-System Pharmacists (ASHP) or a formal pharmacy technician program (i.e., technical, hospital, or retail-based program) or a formal medical services training program of the United States Military.
- Certification: Certified by the Pharmacy Technician Certification Board (PTCB).
- Experience: One year of experience within the last two years as a pharmacy technician.

Core Duties:

- Perform a full range of pharmacy technician procedures.
- Perform pharmaceutical dispensing duties including filling new outpatient prescriptions, refilling prescriptions, and entering orders into databases.
- Perform information consultation duties including supporting new and refill prescriptions, supporting patient requests, supporting physician's requests, monitoring for drug interactions, and reporting adverse drug reactions.
- Perform quality improvement duties including performing drug storage inspection, reviewing expired supplies, and producing error and workload reports and documentation.
- Perform supply process duties including placing new orders, stocking/restocking shelves, inventory maintenance, producing not in stock reports.

Phlebotomy Technician (PBT)

Minimum Qualifications:

- Degree: Certificate.
- Education: Graduate from an academic course of phlebotomy that includes didactic & hands-on phlebotomy (or required by state law). High school equivalent and completion of NAACLS or two part Phlebotomy program.

- Certification: Certification/registration as determined by state requirements or a national certification through the American Society for Clinical Pathology (ASCP) or American Medical Technologists (AMT).
- Experience: One year of experience within the last two years as a phlebotomy technician.

Core Duties

- Collect blood samples from patients

- Practice proper patient identification, especially when working on hospital floors
- Label vials with patient names and dates
- Decipher the best method for drawing blood depending on the specific patient
- Transport all specimen samples to a nearby laboratory
- Centrifuge blood samples, depending on if this is allowed in the state you are working in
- Expect to work with a large number of patients varying in age and health status
- Practice infection control and Personal Protective Equipment standards
- Complete extensive standardized training and demonstrate competency to perform each job function and commit to perform only those tasks for which documented training has been completed.
- Provide instruction and training as requested following designation of Preceptor/Instructor status.
- Perform other duties directly related to the core duties of a Phlebotomy Technician provided above.

Phlebotomy Technician (Donor)

Minimum Qualifications:

- Degree: Certificate.
- Education: high school equivalent and completion of an accredited donor phlebotomy program.
- Certification: Certification/registration as determined by the American Society for Clinical Pathology (ASCP) or AMT.
- Experience: One year of experience within the last two years as a phlebotomy technician (donor). Additionally, must have performed 50 successful donor collections in an accredited laboratory. Requirement varies by certification but is a common standard for obtaining Certified Phlebotomy Technician (CPT) license.

Core Duties

- Comply with all Code of Federal Regulations (CFR), Blood Services Directives, Blood Services Letters, Local Operating Procedures, and Exposure Control Plan policies and procedures as well as all Association for the Advancement of Blood & Biotherapies (AABB) and American Red Cross philosophies, structures, policies, and procedures.
- Perform some phases of whole blood collection and donor care according to directives, the Code of Federal Regulations and local policies and procedures to ensure safe product and optimum donor experience.

Phlebotomy Technician (Registered/Certified)

Minimum Qualifications:

- Degree: Certificate.
- Education: Graduate from an academic course of phlebotomy that includes didactic & hands-on phlebotomy (or required by state law).
- Certification: Certification/registration as determined by state requirements or a national certification through the American Society for Clinical Pathology (ASCP) or American

Medical Technologists (AMT).

- Experience: One year of experience within the last two years as a phlebotomy technician (registered/certified).

Core Duties

- Collect blood samples from patients
- Practice proper patient identification, especially when working on hospital floors
- Label vials with patient names and dates
- Decipher the best method for drawing blood depending on the specific patient
- Transport all specimen samples to a nearby laboratory
- Centrifuge blood samples, depending on if this is allowed in the state you are working in
- Expect to work with a large number of patients varying in age and health status
- Practice infection control standards at all times when working with patients and equipment

Physical Therapist

Minimum Qualifications:

- Degree: Doctorates Degree.
- Education: Entry-level physical therapists must be graduates of a physical therapy program accredited by the American Physical Therapy Association (APTA) Commission on Accreditation in Physical Therapy Education. Completion of professional coursework in the specialty area such as Educational and Developmental Intervention Services (EDIS).
- Experience: Two years of experience within the last three years as a physical therapist.
- Licensure:
 - Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.
 - Non-Personal Services: Must hold a full, current, valid, unrestricted license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance.

Core Duties:

- Perform a full range of physical therapist services in accordance with the scope of clinical privileges granted by the MTF.
- Plan and prepare written treatment programs based on an evaluation of the patient.
- Administer manual exercises to improve and maintain function.
- Instruct, motivate, and assist patients in performing various physical activities, such as non-manual exercises, ambulatory functional activities, daily-living activities, and in use of assistive and supportive devices, such as crutches, canes, and prostheses.
- Administer soft tissue mobilization, applying knowledge of mobilization techniques and body physiology.
- Administer traction to relieve pain, using traction equipment.
- Record treatment, response, and progress in patient's chart and/or automated systems.
- Coordinate treatment with physician and other staff members to obtain additional patient information, suggest revisions in treatment program and integrate physical therapy treatment with other aspects of the patient's health care. Contact referring physicians

- regarding patient care concerns, as required.
- Perform prevention and wellness activities, education, screening, and promote positive health behaviors.

Physical Therapy Assistant

Minimum Qualifications:

- Degree: Associates Degree.
- Education: Graduate from a college or university accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE).
- Experience: One year of experience within the last two years as a Physical Therapy Assistant.
- License: Current, full, active, and unrestricted license to practice as a physical therapy assistant or possess current certification as a physical therapy assistant/technician as determined by the American Physical Therapy Association (APTA).

Core Duties:

- Carry out a program of corrective exercise and treatment for assigned patients, with clinical oversight by the physical therapist. Under clinical oversight, administer such treatment as exercise, gait training, massage, whirlpool, hot packs, diathermy, ultrasound, paraffin, ice packs and traction. Instruct patients on segments of the program including proper use of wheelchairs, crutches, braces, and prosthetic appliances and devices.
- Administer traction to relieve neck and back pain, using intermittent and static traction equipment. Instruct, motivate, and assist patients to learn and improve functional activities.
- Observe patients during treatments and compile and evaluate data on patients' responses to treatments and progress and report orally or in writing to the physical therapist.
- Fit patients for, adjust, and train patients in the use and care of orthopedic braces, prostheses, and supportive devices, such as crutches, canes, walkers, and wheelchairs.
- Confer with members of the physical therapy staff and other health team members, individually and in conference, to exchange, discuss, and evaluate patient information for planning, modifying, and coordinating treatment programs. Coordinate with other departments and the clinic staff to provide complete care to patients.

Physician Assistant

Includes, but not limited to: Aviation Medicine; Cardiac Perfusion; Cardiovascular and Thoracic Surgery; Emergency Medicine; Family Medicine; General Surgery; Hospital Medicine; Nephrology; Occupational Health; Orthopedic Surgery; Pediatrics; Psychiatry

Minimum Qualifications:

- Degree: Bachelor's degree.
- Education: Graduate from an accredited college or university certified by the Accreditation Review Commission on Education of the Physician Assistant (ARC-PA). In addition to the education requirements listed in the DHA-PM for PAs, specialty PAs must complete residency or fellowship training of 12 months or more in a medical specialty program acceptable to the DHA.

- Certification: Certified by the National Commission on Certification of Physician's Assistants (NCCPA).
- Experience: As required to meet clinical competency requirements specified in the credentialing instruction.
- Licensure:
 - Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.
 - Non-Personal Services: Must hold a full, current, valid, unrestricted license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance.

Core Duties:

- Provide a full range of Physician Assistant services in primary and specialty medical care within the limits of their training and privileges granted by the MTF (e.g., provide clinical supervision and general screening and medical care and examinations of patients for routine, acute and chronic conditions involving any and all organ systems; provide immunizations; diagnose, treat, and counsel patients as indicated).
- Technically direct and provide care for a variety of diseases and types of injuries (i.e., acute, chronic and minor trauma), and the skills to recognize emergency conditions in order to diagnose, prescribe for and treat diseases, disorders and injuries, and refer the more complex cases and serious conditions to qualified medical personnel and perform designated treatment.
- Technically direct and teach other staff, provide educational lectures and participate in in-service training to staff members.
- Promote preventive care and health maintenance including annual physicals, positive health behaviors and self-care through both formal and individual education and counseling.
- Prescribe in accordance with approved treatment protocols and the Pharmacy and Therapeutics Committee approved medications and immunizations.
- Identify a medical problem and determine appropriate action to meet the problem, including referral to a physician.
- Perform specific diagnostic and therapeutic practices and procedures in accordance with scope of practice.
- Establish collaborative rapport with physician, nursing and others in order to promote and facilitate primary care services.
- Teach patients and family member's healthy regimen and responsibility for achieving wellness.
- Attend staff meetings to provide case discussion, continuing education, and continuous quality improvement.

Podiatrist

Minimum Qualifications:

- Degree: Doctorate of Podiatric Medicine (DPM).
- Education: Graduate from a school of podiatric medicine accredited by the Council on Podiatric Medical Education (CPME) under the authority of American Podiatric Medical Association (APMA). Completion of 24 months of podiatric surgical residency training

preferred. Completion of 12 months podiatric surgical residency training, plus a 12-month podiatric orthopedic/primary podiatric medical residency, will be considered on a case by case basis.

- Certification: Board certified by the American Board of Podiatric Surgery (ABPS) or the American Board of Podiatric Medicine (ABPM).
- Experience: As required to meet clinical competency requirements specified in the credentialing instruction.
- Licensure:
 - Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.
 - Non-Personal Services: Must hold a full, current, valid, unrestricted license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance.

Core Duties:

- Perform a full range of podiatry services in accordance with training and privileges.
- Treat bone, muscle, and joint disorders affecting the feet.
- Provide comprehensive joint and gait analysis as related to foot and ankle.
- Order x-rays of foot and ankle.
- Order and interpret appropriate laboratory studies in the practice of podiatric medicine and surgery.

Psychiatric Technician

Minimum Qualifications:

- Degree: Certificate.
- Education: Graduation from an accredited Psychiatric Technician Program; or completion of an equivalent education and experience that meets the requirement of the American Association of Psychiatric Technicians or completion of education and experience as a behavioral science specialist/technician in the United States military and proof of having completed an Armed Forces course involving psychiatric technician training.
- Experience: One year of experience within the last two years as a Psychiatric Technician.

Core Duties:

- Conduct or assist in treatment and rehabilitation of patients. Perform initial basic assessment procedures including standardized psychological testing, clinical interviewing, mental status examinations, substance abuse evaluations, and psychological assessments.
- Provide patient education in coordination with the mental health and nursing diagnosis.
- Observe, monitor, record, and report patient's progress.
- Conduct or assist in conducting group and individual counseling, therapeutic community, and other related milieu activities.
- Institute precautionary measures to prevent patient injury or suicide.
- Assist patients with nutritional, hygiene, and comfort measures.

- Obtain and record vital signs.
- Coordinate with other agencies regarding specified care, treatment, prevention, rehabilitation, and administrative functions. Contact military and community agencies to obtain collateral information. Explain and interpret mental health services to patients or others.
- Assist in, or arrange patient referral to public, private, and military community agencies.
- Prepare and maintain records and reports pertaining to specialty services.
- Assist with care of individuals experiencing acute and post-traumatic stress reactions.
- Prepare and maintain treatment records.

Psychometrist

Minimum Qualifications:

- Degree: Bachelor's Degree.
- Education: Graduate from a formal program in Psychology, Sociology, or in a behavioral science related field from an accredited college or university
- Certification: Certified by Board of Certified Psychometrists (BCP).
- Experience: One year of experience within the last two years in the performance of psychological and/or neuropsychological testing and test scoring.

Core Duties:

- Perform assigned assessment procedures under the direct clinical supervision of a credentialed privileged psychologist or neuropsychologist.
- Utilize therapeutic assessment and interview skills to elicit accurate and concise account of the patient's condition.
- Screen patients to determine presenting problems and priority of appointment. Perform basic assessment procedures, including initial screening evaluation and standardized neuropsychological testing. Assist credentialed providers with identifying mental health diagnosis and treatment strategies, as well as providing patient education.
- Assist in providing specialized treatment and rehabilitation of brain injured and mental health patients. Observe, monitor, report, and record patient interaction during assessment sessions.
- Institute precautionary measures to prevent patient injuries due to suicide, homicide, or elopement.
- Coordinate with other military agencies and MTFs regarding specialized care, treatment, and administrative functions. Contact military or community agencies to obtain collateral information.
- Explain and interpret neuropsychological services and procedures to access care to patients Assist in or arrange for patient referral to other facilities for alternate level of care.

Radiographic Technologist (American Registry of Radiologic Technology)

Includes, but not limited to: Bone Densitometry Technologist; Cardiac-Interventional Radiographer; Computed Tomography Technologist; Mammography; MRI Technologist;

Radiation Therapy Technologist; Radiologic Technologist; Sonographer
Vascular-Interventional Radiographer; Vascular Sonographer

Minimum Qualifications:

- Degree: Certificate.
- Education: Graduate from an academic program accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).
- Certification: Certified by the American Registry of Radiologic Technology (ARRT) in the specialty identified in the TO.
- Experience: One year of experience within the last two years as a radiologic technologist or in the radiologic technologist specialty area identified in the TO.

Core Duties:

- Perform routine diagnostic radiological procedures/services as appropriate to the TO.
- Adhere to radiation safety policies and procedures in accordance with Radiology Department policies and procedures.
- Send appropriate image series to the radiologist for reading according to MTF protocol.
- Correctly position the patient for the examination and make technical adjustments necessary for the required examination. Determine if any special patient preparation is required.
- Process digital images and submit for interpretation by radiologists.
- Document all procedures and maintain records in accordance with MTF policy.
- Perform system calibrations and quality control tasks according to the manufacturer and MTF policy. Recognize artifacts and equipment errors and notify designated Government personnel of outlying values.
- Initiate repair call procedures for equipment malfunctions by notifying designated Government personnel. Report problems to the Biomedical Repair Section and record the problem condition in the trouble call log book.
- Observe and report to the radiologist any symptoms which have direct bearing on the patient's condition as a result of adverse reaction to contrast media and inform the radiologist of any condition requiring his/her attention. Recognize the need for and institute the necessary emergency measures for situations where a person requires resuscitation procedures due to cardiac or respiratory arrest.

Radiologist Assistant
(American Registry of Radiologic Technology)

Minimum Qualifications:

- Degree: Bachelor's Degree.
- Education: Graduate from a Radiologist Assistant academic program
- Certification: Certified as a radiographer by the American Registry of Radiologic Technologists (ARRT). Must also pass the Radiologists Assistant certification examination.
- Preceptorship: Must complete a radiologist-directed preceptorship
- Registration: Must have, and maintain, ARRT registration
- Experience: One year of experience within the last two years as a radiologist assistant.

Core Duties:

- Ensure patients are appropriately prepared for procedures, to include obtaining consent prior to beginning any examination.
- Perform selected radiology examinations and procedures under the clinical supervision of a radiologist.
- Responsible for evaluating image quality, making initial image observations and forwarding those observations to the clinical supervising radiologist.
- Adapt examination protocols to improve diagnostic quality.
- Serve as a patient advocate, ensuring that each patient receives quality care while in the radiology department or clinic.

Recreational Therapist**Minimum Qualifications:**

- Degree: Bachelor's Degree.
- Education: Graduate in therapeutic recreation or recreational therapy from an accredited college or university.
- Certification: Current certification as a Recreational Therapist from the National Council for Therapeutic Recreation Certification (NCTRC).
- Experience: One year of experience within the last two years as a Recreational Therapist.

Core Duties:

- Develop treatment plans designed to restore, remediate and rehabilitate a person's level of functioning and independence in life activities, to promote health and wellness as well as reduce or eliminate activity limitations and restrictions to participate in life situations caused by an illness or disabling condition.
- Develop and implement individual recreation programs based on assessment results.
- Teach, coach, and support as required.
- Work with multidisciplinary treatment teams to evaluate and review the care provided to patients.
- Provide individual consultation to staff as requested.
- Develop presentations to staff on recreational opportunities.

Registered Art Therapist**Minimum Qualifications:**

- Degree: Master's Degree.
- Education: Graduate from an Art Therapy program accredited by the American Art Therapy Association (AATA).
- Certification: Current certification as a Registered Art Therapist from the Art Therapy Credentials Board (ATCB).
- Experience: One year of experience within the last two years as a Registered Art Therapist.

Core Duties:

- Organize groups according to the patients' capabilities, needs, and interest.
- Be familiar with standard concepts, practices, and procedures within the field of art therapy.
- Analyze data to determine effectiveness of treatments or therapy approaches.
- Analyze or synthesize client data to draw conclusions or make recommendations for art therapy.
- Assess client needs or disorders, using drawing, painting, sculpting, or other artistic processes.
- Conduct art therapy sessions providing guided self-expression experiences to help clients recover from or cope with cognitive, emotional, or physical impairments.
- Confer with other professionals on client's treatment team to develop, coordinate, or integrate treatment plans.

Registered Dietitian

Minimum Qualifications:

- Degree: Bachelor's degree.
- Education: Completion of at least a bachelor's degree from an accredited college or university and completion of a didactic program in dietetics approved by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association (ADA).
- Registration: Current registration by the Commission on Dietetic Registration of the ADA or proof of eligibility to take the ADA registration examination. Except for a non-personal services contract provider, the authorizing document to practice for a registered dietitian is a national registration. They are exempt from maintaining a license from a particular jurisdiction (i.e., U.S. state, territory) but must possess the credentials of "Registered Dietitian (RD)/Registered Dietitian Nutritionist (RDN)" per the Commission on Dietetic Registration (CDR). State licensure is an option, but not a requirement.
- Experience: Current specialized experience requirement is one year in the last two years as a registered dietician in diet therapy.
- Licensure:
 - Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.
 - Non-Personal Services: Must hold a full, current, valid, unrestricted license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance.

Core Duties:

- Act independently in areas of demonstrated competency within their designated scope of practice, as indicated on their privileges list.
- Participate in research and performance improvement studies.
- Conduct nutrition assessment/evaluation which includes nutrient intake, activity level, appetite, intake of vitamins, minerals, nutritional supplements, and other complimentary alternative medicine usage, weight history, taste changes, feeding problems, food intolerance, food-drug interactions, unhealthy diet behaviors, socioeconomic and ethnic

background, documented medical history, current diagnoses and medical treatment modalities, current drug therapy, and clinical signs and symptoms of nutritional deficiencies.

- Apply the basic principles of enteral and parenteral nutrition support.
- Apply principles and practices of clinical dietetics and medical nutrition therapy in order to plan, develop, and independently coordinate medical nutrition therapy intervention, interdisciplinary care plans, and nutrition education activities.
- Conduct studies, analysis, and document findings to evaluate staff, food, nutrition supplements/feeding or meal alternatives and therapies, supplies, equipment, and service in order to improve the efficiency of the operation.
- Apply current food service systems management, principles, and practices within a healthcare environment.

Respiratory Therapist, Certified

Minimum Qualifications:

- Degree: Associates Degree.
- Education: Graduate from a program accredited by the Commission on Accreditation for Respiratory Care (CoARC) or Commission on Accreditation of Allied Health Education Programs (CAAHEP).
- Certification: Possess certification as Certified Respiratory Therapist (CRT) by the National Board for Respiratory Care (NBRC).
- Experience: One year of experience within the last two years as a Respiratory Therapist.

Core Duties:

- Perform complex respiratory procedures within the scope of practice delineated by the MTF.
- Participate with physicians, nurses and other staff in planning respiratory treatment, with great reliance on the individual's knowledge of the equipment.
- Provide emergency or critical respiratory care.

Clinical Social Worker

Includes, but not limited to: Licensed Clinical Social Worker; Medical Social Worker

Minimum Qualifications:

- Degree: Master's degree in social work (MSW).
- Education: Graduate from an Accredited School of Social Work fully accredited by the Council on Social Work Education (CSWE).
- Experience: Experience in clinical social work, either through a master's-level practicum or 2 years post-MSW experience, within the last 3 years, in a clinical/treatment setting.
- Licensure:
 - Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.

- Non-Personal Services: Must hold a full, current, valid, unrestricted license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance

Core Duties:

- Coordinate appropriate referrals to community and other Government agencies for services.
- Independently assess the psychosocial functioning and needs of patients and their family members and formulate and implement a treatment plan, identifying the patient's problems, strengths, weaknesses, coping skills and assistance needed, in collaboration with the patient, family and interdisciplinary treatment team.
- Independently conduct psychosocial assessments and provide psychosocial treatment to a wide variety of individuals from various socio-economic, cultural, ethnic, educational and other diverse backgrounds.
- Use medical and mental health diagnoses, disabilities and treatment procedures. This includes acute, chronic and traumatic illnesses/injuries, common medications and their effects/side effects, and medical terminology.
- Implement treatment modalities in working with individuals, families and groups who are experiencing a variety of psychiatric, medical and social problems to achieve treatment goals.
- Independently provide counseling and/or psychotherapy services to individuals, groups, couples, and families. Must practice within the bounds of the license or certification and the privileges granted by the MTF.
- Provide consultation services to other staff about the psychosocial needs of patients and the impact of psychosocial problems on health care and compliance with treatment.
- Participate in professional peer review case conferences, research studies, or other organizations required at the MTF.

Social Worker, Case Manager

Minimum Qualifications:

- Degree: Master's degree in Social Work (MSW).
- Education: Graduate from a School of Social Work fully accredited by the Council on Social Work Education (CSWE).
- Certification: Possess certification as a Certified Advanced Social Work Case Manager (C-ASWCM) by the National Association of Social Workers or a minimum of three years of experience within the preceding four years as a social work case manager in a hospital-based setting performing medical crisis counseling and discharge planning.
- Experience: Possess certification as a Certified Advanced Social Work Case Manager (C-ASWCM) by the National Association of Social Workers or a minimum of three years of experience within the preceding four years as a social work case manager in a hospital-based setting performing medical crisis counseling and discharge planning.
- Licensure:
 - Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.
 - Non-Personal Services: Must hold a full, current, valid, unrestricted

license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance.

Core Duties:

- Participate in Utilization Management/Case Management meetings to review and identify opportunities to improve treatment provided and recommend corrective action when problems exist.
- Participate in the provision of monthly in-service training for non-healthcare-practitioner members of the clinical and administrative staff on subjects germane to social work and social work CM services.
- Provide patient referrals.
- Interface with the MTF RN Case Manager(s) in the development and implementation of the Case Management Program (CMP).
- Develop local strategies that use the strength and disciplines of both nursing and social work to accomplish case management.
- Provide assistance in the development and implementation of educational programs.
- Additionally, the social work case manager may be required to provide those services identified under Licensed Clinical Social Worker.

Speech Pathologist

Minimum Qualifications:

- Degree: Master's degree in Speech-Language Pathology, Communication Sciences and Disorders, or a directly related field from an accredited program of the Council on Academic Accreditation of the American Speech-Language-Hearing Association (ASHA).
- Education: Graduate from a college or university that includes at least 18 semester hours in the field of speech pathology by a regional accreditation organization and a speech pathology academic program accredited by the Council on Academic Accreditation of the American Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association (ASHA).
- Certification: National certification (Certificate of Clinical Competence from the American Speech-Language-Hearing Association).
- Experience: As required to meet clinical competency requirements as specified in the credentialing instruction.
- Licensure:
 - Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.
 - Non-Personal Services: Must hold a full, current, valid, unrestricted license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance.

Core Duties:

- Conduct patient assessments; provide treatment interventions and consultation to other health care professionals.
- Use instrumentation (e.g., videofluoroscopy, nasendoscopy, stroboscopy, computer

technology) to observe, collect data, and measure parameters of communication and swallowing, or other upper aero-digestive functions in accordance with the principles of evidence-based practice.

- Provide prevention, screening, consultation, assessment and diagnostic, treatment, intervention, management, counseling, and follow-up services for disorders of speech and language, including comprehension and expression in oral, written, graphic, and manual modalities.

Surgical Technologist

Includes, but not limited to: Surgical Technician; Surgical Technologist; Operating Room Technician

Minimum Qualifications:

- Degree: Certificate.
- Education: Graduate from Surgical Technology program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or Accrediting Bureau of Health Education Schools (ABHES) or completion of a formal training program provided by any branch of the U.S. Armed Forces (Army, Navy, or Air Force) for surgical technicians, surgical technologists or operating room technicians.
- Certification: Certified as a Surgical Technologist (CST) from The National Board of Surgical Technology and Surgical Assisting (NBSTSA) or certified as a Tech-in-Surgery (TS-C) from the National Center for Competency Testing (NCCT) or possess a Military Occupational Specialty (MOS) certification as a surgical technician and/or operating room technician.
- Experience: One year of experience within the last two years as a Surgical Technician or Operating Room Technician.

Core Duties:

- Perform the full spectrum of sterile techniques, setting up surgical trays, preparing and draping patients for surgery, and assisting with post-operative dressings.
- Ensure surgical packs are cleaned and packed for sterilization after every procedure, to include restocking surgical supplies.
- Maintain a clean, safe environment for the patient either by active participation in the cleaning of clinical spaces, operating rooms, and medical equipment, or by guiding other personnel in the environmental maintenance.

Telemetry Technician

Minimum Qualifications:

- Degree: Certificate.
- Education: Completion of a cardiovascular technology program accredited by the Commission on Accreditation of Allied Health Professionals or completion of a formal military program that trains telemetry technicians.
- Certification: Certification by the American Board of Cardiovascular Medicine in basic EKG Level IA.
- Experience: One year of experience within the last two years as a Telemetry Technician.

Core Duties:

- Monitor, analyze, evaluate, interpret, document, and report cardiac rhythms, alarm parameters, waveforms, and trends on a central telemetry monitoring system. Immediately and accurately identify cardiac dysrhythmias and aberrancies, and immediately report events to the registered nurse or officer in charge and document notification.
- Obtain a baseline strip on all monitored patients, documenting and analyzing EKG rhythms of patients on telemetry.
- Replace electrode pads, wires and batteries as needed.
- Obtain EKGs as necessary.
- Keep accurate records of EKG changes, update charting, and maintain active and accurate communication between physicians, staff nurses, charge nurses, or other designated professional staff.

DENTAL SERVICES LABOR SEGMENT LABOR CATEGORIES**Dental Assistant****Minimum Qualifications:**

- Degree: Certificate.
- Education: Successful completion of one of the following:
 - Certificate or Associates degree as a dental assistant/technician from a program accredited by the Commission on Dental Accreditation (CODA) of the American Dental Association (ADA) and 12 months experience within the preceding 24 months.
 - Certification from a military dental technician or dental assistant school and 12 months experience within the preceding 24 months.
 - Certification from a Red Cross Dental Assistant course and 12 months experience within the preceding 24 months.
 - 36 months experience within the preceding 48 months as a dental assistant in a private practice or a military clinic.
 - Membership in good standing with the American Association of Dental Assistants with required continuing education and 12 months experience within the preceding 24 months.
- All training must have included a course in radiation physics; radiation biology; radiation health, safety, and protection; X-ray films and radiographic film quality; radiographic techniques; darkroom and processing techniques; film mounting; and, digital radiographic processing techniques.

- Certification: Certified in radiography as required by 42 CFR Part 75.

Core Duties:

- Performs duties in providing assistance in one or more phases of complex/difficult restorative, prosthodontic, oral surgical, endodontic, or periodontal treatment. Receives and schedules patients for treatment.
- Obtains and records related medical history of patient. Charts examination and treatment information. Records information on prescriptions.
- Sterilizes instruments, materials, and equipment; prepares surgical trays. Maintains dental equipment in a clean and operative condition.
- Assists dentist at chair side. Performs intra-oral procedures as directed by dentist. Takes preliminary impressions for study models, removes sutures, places and removes rubber dams, perio-packs, matrix bands, and wedges.
- Relays dentist's instructions to patient for post-treatment care. Instructs patient in proper dental techniques, care of appliances, and causes of dental decay.
- Operates dental X-ray equipment to take intra and extra oral radiographs. Maintains, cleans, and performs minor repairs on X-ray equipment and materials.
- Pours and trims models from impressions, and constructs custom impression trays. Maintains a variety of recurring reports related to dental activities.

Registered Dental Hygienist

Minimum Qualifications:

- Degree: Associates Degree or Bachelor's Degree depending on the program.
- Education: Successful completion of a dental hygiene program accredited by the Commission on Dental Accreditation (CODA) of the American Dental Association (ADA).
- Successfully pass the National Board Dental Hygiene Examination (NBDHE). In rare circumstances at MTFs in foreign countries, foreign trained RDHs who have not completed the NBDHE can be credentialed on a case-by-case basis based on demonstrated evidence of current competency.
- Certification: Certified in radiography as required by 42 CFR Part 75.
- Experience: As required to meet clinical competency requirements specified in the credentialing instructions.
- License: Current, full, active, and unrestricted license as a Dental Hygienist.

Core Duties:

- Examine patient's oral cavity to include mouth, throat, and pharynx, and record conditions of teeth and surrounding tissues. Refer patients to dentist who have abnormalities to include cavities, defective fillings, suspicious growths, or periodontal disease.
- Apply desensitizing and other topical agents to treat abnormalities to include caries prevention, gingivitis and oral ulceration.
- Instruct patients, individually and in groups, in proper oral hygiene care using materials to include teeth models, displays, slides, toothbrushes, dental floss, disclosing tablets and mirrors. Demonstrate proper techniques of brushing, flossing, and use of necessary

periodontal aids. Explain the common causes of tooth decay and its relationship to general diet.

- Take impressions and construct sports/safety mouth guards and soft night guards for vital bleaching.
- Polish restorations and apply pit and fissure sealants.
- Chair side dental assisting when authorized by the Officer-In-Charge of the dental clinic.
- Record patients treated. Check and maintain instruments to insure working condition. Clean, sharpen, and sterilize instruments.
- Patient Workload, Readiness, and Scheduling. Utilizes the Corporate Dental Application to enter patient specific workload and readiness status and also for patient scheduling.

Dental Laboratory Technician

Minimum Qualifications:

- Degree: Associates Degree or Certificate depending on the program – or - Certificate from Army, Air Force, or Navy Dental Laboratory Training (METC) - or - Evidence of 2 or more years as a lab technician accompanied by a letter of recommendation from a licensed dentist or previous dental laboratory employer.
- Education: Successful completion of a 2-year program of study and training in dental lab techniques approved by the Commission on Dental Accreditation (CODA) of the American Dental Association (ADA) – or – High School diploma if certified through an Army, Air Force, or Navy Dental Laboratory Training (METC) program.
- Experience: Two years within the last three years of dental laboratory experience in the any of the following dental laboratory sections: General Laboratory, Removable Prosthodontics, Porcelain application (ceramist), Prosthesis finishing (metal and ceramic), and CAD-CAM (Computer Assisted Design/Computer Assisted Manufacturing) Design and Milling.

Core Duties:

- All laboratory technicians shall read, interpret, and apply requirements prescribed and described in a dental prosthetic prescription (DD Form 2322). The work performed by the technician shall be at the quality level described by his/her quality control inspector. Since these inspectors evaluate the work under microscopic magnification, the technician shall fabricate their units under provided microscopes with fiber optic light source. All technicians are responsible for the maintenance of their work environment. Three monthly correction rates in excess of 5% annually shall not be exceeded.
- A general laboratory technician will be able to pour or cast all types of impressions; trim, mount and articulate casts with or without a face bow and jaw relation records to include orthodontic models; duplicate casts; fabricate impression trays, bleaching trays, athletic mouth guards and orthodontic retainers from thermoplastic materials; fabricate fixed and removable prosthodontic templates from thermoplastic or silicone materials; and fabricate surgical stents or guides from thermoplastic or light-cured materials. This technician will also be responsible for maintaining the cleanliness of the plaster bench and associated areas.
- A removable prosthodontic laboratory technician will be able to fabricate custom trays, base plates and occlusion rims, set denture teeth according to prescription (to include balanced set-ups), invest or flask complete and partial removable prostheses (to include

flexible RPDs), finish and ready for insertion. This technician will be able to do relines, rebases, repairs, orthodontic retainers, and any other work prescribed for the use of acrylic resin; fabricate TAP appliances, surgical guides, athletic mouth guards, occlusal orthotics, and occlusal guards; and wax and design bars for implant supported restorations.

- A porcelain application laboratory technician (ceramist) will be able to apply colorants and porcelain to fabricate tooth or implant supported crowns, fixed partial dentures, fixed complete dentures from metal, milled or pressed ceramic and refractory models in accordance with instructions, written or photographic, from the prescribing dentist. The technician will use recommended stones, diamond burs, wheels, and disks to cut, carve, shape, contour, and polish units to simulate natural dentition. Technician shall use stains and modifiers as required to characterize porcelain to match natural tooth shade and imperfections as prescribed. The technician will also be able to modify metal or ceramic frameworks in order to optimize the biomechanical, functional and esthetic outcome of the prosthesis.
- A prosthesis finishing laboratory technician will be able to apply and sculpt wax to proper anatomical form and design or modify a metal-ceramic framework for support of porcelain. It may be necessary in some situations to diagnostically wax to full contour and cutback the design. Framework designs may include survey crowns, non-rigid connectors and attachments that are inclusive to the units. This technician will sprue and invest, cast or press, wax-ups properly to minimize miscasts, cut and solder frameworks to correct fit discrepancies and finish all types of frameworks with recommended stones, diamond burs, wheel, and disks to cut, carve, shape, contour, and surface framework to a point that it is ready, without further modification, to apply porcelain.
- A CAD-CAM milling and designing technician will be able to fabricate crowns and bridges from pressed or milled ceramic, which includes the ability to use software and hardware to upload digital impressions and/or designs, scan casts, and design and mill restorations from software manipulation.

Dentist

Includes, but not limited to: General and Specialty Dentists

Minimum Qualifications:

- **Degree:** Doctor of Medical in Dentistry (DMD) or Doctor of Dental Surgery (DDS).
- **Education:** Graduate from an accredited dental school approved by the Commission on Dental Accreditation (CODA) of the American Dental Association (ADA). Specialty Dentist must be a graduate of a dental specialty training program that is accredited by the CODA of the ADA.
- **Certification:** Board eligible or board certified as required in the TO. Dental specialists shall have a certificate of training in their specialty area from an ADA-accredited residency training program.
- **Internship/Residency:** Specialty Dentist: Completed a clinical post-doctoral program approved by the ADA in the specialty identified in the TO.
- **Experience:** As required to meet clinical competency requirements specified in the DHA and task order credentialing instructions.
- **Licensure:**

- Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.
- Non-Personal Services: Must hold a full, current, valid, unrestricted license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance.

Core Duties:

- General Dentist. Performs a full range of professional dental tasks including treatment of commonly encountered dental diseases or dental health problems requiring standard corrective, restorative or preventive measures such as single and multiple teeth extractions, restoration of simple and compound cavities with standard and prescribed material, taking mouth impressions for crowns, jackets, dentures and bridges and fitting and inserting the finished appliances. Ensures correct patient identification through the use of at least two unique patient identifiers and perform site verification, as required. Enters workload production data into reporting system.
- Comprehensive Dentist. Performs corrective and restorative measures on difficult cases, using extensive professional knowledge of dentistry; possesses a thorough knowledge and skill level sufficient to diagnose and treat difficult cases with an understanding and knowledge of the relationships and applications of the basic sciences; exhibits advanced skill in handling patients with behavioral problems. Manages a dento-alveolar surgery practice, which would include: exodontia, biopsy of intraoral lesions, pre-prosthetic surgery, evaluation and management of oral surgery complications to include treatment of dental infections, treatment of cellulitis secondary to varying dental etiologies, and evaluation, treatment, and/or referral of oral and maxillofacial trauma cases. Performs endodontic procedures to include, but not limited to: diagnosis of difficult endodontic cases, treatment of the majority of teeth presenting for endodontic treatment, evaluation and retreatment of selected endodontic cases, and management of endodontic complications. Performs a full spectrum of complex restorative procedures to include: operative dentistry plus fixed and removable prosthodontic care inclusive of fabrication of complete and partial dentures, crowns, and bridges.
- Periodontist. Perform diagnoses and treatments for the full range of cases and problems encountered in periodontics and implant dentistry, including the most difficult. Experienced in working in consultation and guidance with other dental specialists in the treatment planning and surgical phases of complex, multi-disciplinary therapy. Deliver periodontics beyond the scope of general dentistry core privileges including: non-surgical and surgical care of periodontal disease from osseous surgery to guided tissue regeneration; mucogingival therapies for root coverage and augmentation to include connective tissue grafts, allografts, pedicle grafts, and free epithelialized soft tissue grafts; occlusal adjustments; minor splinting; site development (guided bone regeneration and sinus augmentation); and placement of endosseous dental implants.
- Endodontist. Examines, and provides differential diagnosis and treatment of oral pains of pulpal and/or periradicular origin. Performs vital pulp therapy, such as pulp capping and pulpotomy; nonsurgical treatment of root canal systems with or without periradicular pathosis of pulpal origin and the obturation of these root canal systems. Performs selective surgical removal of pathologic tissues resulting from pulpal pathosis. Performs repair procedures related to such surgical removal of pathologic tissues; Performs intentional replantation and replantation of avulsed teeth. Performs surgical removal of

tooth structure, such as root-end resection, bicuspidization and root resection. Places root-end fillings. Performs bleaching of discolored dentin and enamel; nonsurgical and surgical retreatment of teeth previously treated endodontically; and, treatment procedures related to coronal restorations by means of post and/or cores involving the root canal space.

- **Prosthodontist.** Diagnoses, treatment plans, and rehabilitates the oral function, comfort, appearance, and health of patients with clinical conditions associated with missing teeth, severely worn dentitions, malocclusions, unesthetic oral conditions, complete or partial edentulism, and/or loss of contiguous oral structures associated with traumatic, acquired, and congenital defects. Treatment of these conditions can be accomplished with fixed, removable, and/or implant supported /retained dental prostheses. Treatment may range from single tooth replacement to full mouth reconstruction. TMD therapy as well as sleep disorders are supported with various modalities to include removable appliances.
- **Public Health.** Monitors status to identify oral health problems within a community. Diagnoses and investigates problems and hazards. Under Government supervision, mobilizes partnerships to identify and solve oral health problems. Develops policies and plans, for Government approval, that support individual and community oral health efforts. Identifies to Government personnel, potential violations of laws and regulations that protect oral health and/or ensures safety. Links people to needed services and assures the provision of care when otherwise unavailable. Promotes the development and sustainment of a competent oral health workforce. Evaluates the effectiveness, accessibility, and quality of oral health services. Researches new insights and innovative solutions to oral health problems. Serves as an oral health consultant to other dentists.
- **Pediatric Dentist.** Applies knowledge of child psychology, oral pathology, pharmacology, radiology, pediatric specific restorative and surgical techniques, interceptive orthodontic diagnosis and procedures, and child development to provide comprehensive treatment and therapeutic oral health care for infants and children through adolescence. Performs advanced diagnostic and surgical procedures to include appropriate restorative techniques such as stainless steel crowns, pulp therapy to include pulpotomy, pulpectomy, and apex genesis, fixed and removable space maintainer design, fabrication, and insertion, early interceptive orthodontic appliance design, fabrication, and insertion of appliances such as TPA's, RPE's, LLA's, W appliances, and Quad-Helix, appliance treatment for habits such as digit sucking and tongue thrusting, and frenectomy and mucocele surgical treatment. Manages oral/facial trauma. Cares for patients with special needs to include mental, physical, and emotional handicaps. Administers oral conscious sedation, inhalation analgesia, and provides dental care with general anesthesia administered by qualified personnel. Provide dental services for child patients undergoing medical procedures such as chemotherapy or bone marrow transplant that require dental involvement in the multidisciplinary medical care of the patient. Provides dental expertise to multidisciplinary medical treatment teams, and provides appliance design, fabrication, and insertion for craniofacial anomaly patients to include cleft palate patients.
- **Orthodontist.** Responsible for the diagnoses, prevention and treatment of dental and facial irregularities. Diagnoses, prevents, intercepts and corrects malocclusion and neuromuscular/skeletal abnormalities of the developing or mature orofacial structures. Applies knowledge of orthodontics and dentofacial orthopedics to straighten teeth and align jaws.

- **Oral Surgeon.** Performs dentoalveolar surgery (surgery to remove impacted teeth, difficult tooth extractions, dental extractions on medically compromised patients, bone grafting and preprosthetic surgery for the placement of implants, dentures, or other dental prostheses). Treats disorders of the craniomaxillofacial complex (mouth, jaws, neck, face, skull) to include benign pathology (cysts, tumors etc.), cutaneous malignancy (skin cancer), lip reconstruction, congenital craniofacial malformations (cleft lip and palate), cranial vault malformations, chronic facial pain disorders, temporomandibular joint (TMJ) disorders, dysgnathia (incorrect bite), surgical correction of facial asymmetry, soft and hard tissue trauma of the oral and maxillofacial region (jaw fractures, cheek bone fractures, nasal fractures, LeFort fracture, and eye socket fractures). Performs surgical treatment of sleep apnea, maxillomandibular advancement, and genioplasty. Conducts surgery to insert dental implants and maxillofacial implants to support craniofacial prostheses. Services will be rendered in the clinic, the hospital emergency room, and operating room. Surgeries will be performed under local, moderate/deep sedation, and general anesthesia.
- **Oral Pathologist.** Investigates the causes, processes and effects of oral and maxillofacial diseases. Researches diseases using clinical, radiographic, microscopic, biochemical or other examinations. Provide biopsy and radiograph consultation services for dental professionals. Perform histopathologic diagnosis, compose surgical pathology reports and prepare tissues/slides for analysis. When necessary, consults with appropriate specialists. Serves as the responsible officer and primary point of contact for planning, organizing, and executing forensic dentistry support within the DENTAC's, geographic area of responsibility.

MEDICAL SUPPORT SERVICES LABOR CATEGORIES LABOR SEGMENT

Medical Office Secretary

Minimum Qualifications:

- **Education:** High School Degree General Educational Development (GED) equivalency.
- **Certification:** None

Core Duties:

- Prepares and reviews a wide variety correspondence, reports, minutes, and other documents.
- Proofreads/edits documents. Ensures procedural and grammatical accuracy, conformance with general policy, and factual correctness. Ensures coordination procedures are followed.
- Establishes and monitors suspense dates and brings to management's attention any conflicts in schedule.
- Receives telephone calls and greets visitors.
- Maintains calendar, coordinates meeting arrangements, and schedules meetings and/or conferences.
- Establishes, updates, and maintains office records in accordance with established

- procedures.
- Requests office supplies, printing support, and related materials and or services from other MTF departments.
- May be responsible for the receipt, control, logging, safekeeping, and necessary action on sensitive materials.

Medical Appointment Clerk

Minimum Qualifications:

- Education: High School Degree General Educational Development (GED) equivalency.
- Certification: None

Core Duties:

- Schedules medical appointments from phone calls, secured messaging or other methods used for appointment request in accordance with local appointing guidelines. Supports PCM by name processing for appointment and appropriate access to care timeframes during allocation of standard appointment types.
- Maintains appointment schedules using a Government computer system (Composite Health Care Systems (CHCS), AHLTA or MHS GENESIS).
- Validates eligibility through appropriate booking through Defense Eligibility Report System (DEERS); validates/updates basic patient demographic information. May be required to register patients not already in computer system, such as newborns.
- Maintains accurate and up-to-date patient schedules and logs. Utilizes the Government computer system tools and standard protocols (detail codes, freezing slots, and TRICARE on-line usage) to facilitate maintenance of appointment slots, rescheduling options or cancellation processing.
- Call patients or responds to secure messaging requests as needed to schedule, reschedule, and/or cancel appointments.
- May assist in preparation of patient notices (telephonically or form letter formats) for appointment reminders, no shows, or reschedule/cancellations.
- Creates/delivers telephone messages (t-cons) to PCMs and/or clinic nurses using standard protocols and individual clinic guidelines.

General Office Clerk

Minimum Qualifications:

- Education: High School Degree General Educational Development (GED) equivalency.
- Certification: None

Core Duties:

- Greets customers/visitors at a front desk, information center or other office setting.
- Answers main office phone line. Directs telephone calls to appropriate section for assistance.
- Enter data from various sources (reports, equipment displays, printouts, forms, etc.) into the appropriate computer system. Print reports as required .

- Files, retrieves, and collates documentation as requested by staff.

Medical Office Clerk

Minimum Qualifications:

- Education: High School Degree General Educational Development (GED) equivalency and medical terminology.
- Certification: None

Core Duties:

- Greets patients/visitors at a clinic front desk; checks in patients for patient encounter.
- Answers main office phone line.
- Schedules medical appointments and determines patient eligibility for services as needed.
- Obtains documentation as requested by healthcare providers.
- Performs other administrative and clerical duties in support of the medical care and operational support.
- Creates appointment schedules and templates in patient appointment computer system.
- Conducts end-of-day process at close of business and resolves any delinquent or pending appointments in computer system.

Medical Administration Specialist

Minimum Qualifications:

- Education: A bachelor's degree in health care administration, business, information management, or a related medical discipline is required
- Certification: None

Core Duties:

- Monitors health care delivery plans; market forces, patient and beneficiary demand and other issues impacting MTF capabilities/capacity, access to care compliance and/or quality of care.
- Prepares presentations, project papers, staff and biometric reports and other medical administrative correspondence; delivers to senior MTF management.
- Conducts studies in support of various projects, program, processes or initiatives covering military health care activities.
- Implements MTF policy and initiatives to improve effectiveness, efficiency, productivity and customer satisfaction and quality improvement efforts.

Release of Information Clerk

Minimum Qualifications:

- Education: High School Degree General Educational Development (GED) equivalency and medical terminology.
- Certification: Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA)

Core Duties:

- Processes release of information requests in accordance policy and directives.
- Maintains logs as required.
- Locates and extracts pertinent information from medical files. Locates materials based upon written request for medical information and reports findings to requestors of information.
- Informs patients and agencies such as insurance companies, social services, and medical activities on policies associated with releasing medical information.
- Uses computer software and printing equipment effectively to prepare/develop required documents.
- Prepares documents/packages for pick-up or mailing in accordance with established standard protocols.

Medical Mail Clerk

Minimum Qualifications:

- Education: High School Degree General Educational Development (GED) equivalency.
- Certification: None

Core Duties:

- Receives, sorts and distributes (referred as sort and pitch) incoming correspondence according to office symbols provided (address).
- Researches inaccurately addressed correspondences to ensure delivery to proper addressee(s).
- Queries inpatient rosters using government computer systems to properly deliver patient mail to their room.
- Receives daily deliveries.
- Notifies customers of United States Postal Service (USPS) or Courier Service packages in their mail box; obtained required signatures.
- Reviews outgoing mail to ensure properly marked and labeled for delivery.

Medical Readiness Clerk (Unclassified ONLY)

Minimum Qualifications:

- Education: High School Degree General Educational Development (GED) equivalency.
- Certification: None

Core Duties:

- Utilizes government checklists to in/out process personnel.
- Follows procedures for permanently changing station, or separating/retiring personnel, including out-processing in MRDSS ULTRA.
- Schedules and tracks required medical readiness and deployment training for assigned members to include reservists and Individual Medical Augmentees (IMAs).
- Reviews members' folder for accuracy and completion ensuring folder contains all applicable items IAW deployment checklist(s).
- Maintains exercise binders IAW local procedures and instructions.

- Uploads/enters data to web-based medical readiness communities of practice
- Issues personal gear for deployment IAW with local procedures.

Administrative Assistant

Minimum Qualifications:

- Education: High School Degree General Educational Development (GED) equivalency.
- Certification: None

Core Duties:

- Collects and obtains data from multiple sources; compiles data for review and interpretation.
- Provides technical assistance with computer programs, data collection and compilation, and presentation methods.
- Composes, proofreads, and edits documents. Ensures procedural and grammatical accuracy, conformance with general policy, and factual correctness.
- Initiates coordination packages; follows through completion by suspense date.

Reference Laboratory Administrative Clerk

Minimum Qualifications:

- o Education: High School Degree General Educational Development (GED) equivalency and Medical Terminology.
- o Certification: None

Core Duties:

- o Performs administrative procedures related to follow-up and tracking of active reference laboratory orders, results and reports in the Government computer systems and records.
- o Receives and opens packages for the reference laboratory.
- o Registers laboratory specimens in the computer system in preparation for testing by clinical personnel.
- o Prepares laboratory results from already-established, standard reports for laboratory officer review and approval.
- o Communicates with referring laboratories or providers to solve problems.
- o Accessions patients into the laboratory rosters with accession numbers; updates status daily.

Physical Evaluation Board Liaison Office (PEBLO) Assistant

Minimum Qualifications:

- o Education: High School Degree General Educational Development (GED) equivalency and Medical Terminology.
- o Certification: None

Core Duties:

- o Provides administrative support for the Medical Evaluation Board (MEB) program, Disability Evaluation System (DES), Temporary Disability Retirement Listings (TDRL) and TRICARE Operations Patient Administration service.
- o Updates VTA, local tracking log, DES-ITI IAW with regulation and standard procedures.
- o Schedules appointments to include medical, Compensation and Pension (C&P) exams as well as local medical evaluation board).
- o Assist with the proper assembly of MEB case files, Review-In-Lieu-Of (RILO) and/or TDRL exams); tracks due dates.
- o Assists customers with travel arrangements and DTS for Formal Physical Evaluation Board hearing (if required).
- o Forwards completed MEB, TDRL packages to required offices per regulatory procedures.
- o Dispositions case files IAW military Records Information Management System requirements and procedures.

Admissions and Disposition Clerk

Minimum Qualifications:

- o Education: High School Degree General Educational Development (GED) equivalency and Medical Terminology.
- o Certification: None

Core Duties:

- o Receives and screens telephone calls; receives walk-in patients; responds to various general and routine medical, personnel and administrative inquiries, and escorts patients as necessary.
- o Creates preadmission charts and completes the process in the electronic medical record or government systems in accordance with regulation and local policy and procedure.
- o Provides advance directives, third party liability documentation, and other forms for patient to complete for inclusion into inpatient medical record.
- o Tracks and reports daily patient movement, bed status and ward transfers.
- o Corrects admission errors.
- o Assists in coordinating patient transfers from other wards or to outside facilities.
- o Tracks and reports all casualty reports and notifications in accordance Government policies and procedures.

Medical Coder I

Minimum Qualifications:

- o Education: Post-high school education through a university or technical school program resulting in completion of ONE of the following: 1) An Associate's degree or higher in

Health Information Management, Healthcare Administration, or a biological science; OR 2) A university certificate in medical coding; OR 3) At least 30 semester hours' university/college credit that includes relevant coursework such as anatomy/physiology, medical terminology, health information management, and/or pharmacology; OR 4) Successful completion of an American Academy of Professional Coders (AAPC) or American Health Information Management Association (AHIMA) coding certification preparation course for professional services or facility coding that includes medical terminology, anatomy and physiology, health information management concepts, and pharmacology; OR 5) Successful completion of a training course beyond apprentice level for medical technicians, hospital corpsmen, medical service specialists, or hospital training, obtained in a training program given by the Armed Forces or the U.S. Maritime Service under close medical and professional supervision.

- o **Certification:** ONE of the following recognized professional coding certifications: Certified Professional Coder (CPC), Registered Health Information Technician (RHIT), Registered Health Information Administrator (RHIA), or Certified Coding Specialist – Physician (CCS-P) AND ONE of the following recognized E&M coding certifications: Certified Evaluation and Management Coder (CEMC), or National Alliance of Medical Auditing Specialists' (NAMAS) Certified Evaluation and Management Auditor (CEMA).

Core Duties:

- o Accurately assigns Evaluation and Management (E&M) codes, International Classification of Diseases, Clinical Modification (ICD-CM) diagnoses, Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS), modifiers and quantities derived from medical record documentation (paper or electronic) for the professional and institutional (facility) components of outpatient primary care encounters.
- o Reviews encounter and/or record documentation to identify and resolve inconsistencies, ambiguities, or discrepancies that may cause inaccurate coding, medico-legal repercussions or impacts quality patient care.
- o Identifies any problems with legibility, abbreviations, etc., and brings to the provider's attention.
- o Educates and provides feedback to providers and clinical staff to resolve documentation issues to support coding compliance.
- o Assigns accurate codes to encounters based upon provider responses to coding queries.
- o Acts as a source of reference to medical staff having questions, issues, or concerns related to coding. Responds to provider questions and provides examples of appropriate coding and documentation reference(s) to provide clarity and understanding. Collaborates with and supports medical coding auditors, trainers, and compliance specialists in providing education and feedback to providers and staff.
- o Supports DHA coding compliance by performing due diligence in ethically and appropriately researching and/or interpreting existing guidance, including seeking clarification through appropriate channels.
- o Upon DHA-MCPB direction, utilizes MHS computer systems to remotely access patient

- records and assign codes for patient encounters in support of other MTFs.
- o Achieve and maintain DHA coding productivity and accuracy standards for the position.

Medical Coder II

Minimum Qualifications:

- **Education:** Post-high school education through a university or technical school program resulting in completion of ONE of the following:
 - 1) An Associate's degree or higher in Health Information Management, Healthcare Administration, or a biological science; OR
 - 2) A university certificate in medical coding; OR 3) At least 30 semester hours' university/college credit that includes relevant coursework such as anatomy/physiology, medical terminology, health information management, and/or pharmacology; OR 4) Successful completion of an American Academy of Professional Coders (AAPC) or American Health Information Management Association (AHIMA) coding certification preparation course for professional services or facility coding that includes medical terminology, anatomy and physiology, health information management concepts, and pharmacology; OR 5) Successful completion of a training course beyond apprentice level for medical technicians, hospital corpsmen, medical service specialists, or hospital training, obtained in a training program given by the Armed Forces or the U.S. Maritime Service under close medical and professional supervision.
- **Certification:** ONE of the following recognized professional coding certifications: Certified Professional Coder (CPC), Registered Health Information Technician (RHIT), Registered Health Information Administrator (RHIA), or Certified Coding Specialist – Physician (CCS-P) AND ONE of the following recognized institutional coding certifications: Certified Outpatient Coder (COC), Registered Health Information Technician (RHIT), Registered Health Information Administrator (RHIA), or Certified Coding Specialist (CCS), AND ONE of the following recognized E&M coding certifications: Certified Evaluation and Management Coder (CEMC), or National Alliance of Medical Auditing Specialists' (NAMAS) Certified Evaluation and Management Auditor (CEMA).

Core Duties:

- Accurately assign Evaluation and Management (E&M) codes, International Classification of Diseases, Clinical Modification (ICD-CM) diagnoses, Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS), modifiers and quantities derived from medical record documentation (paper or electronic) for the professional and institutional (facility) components of Day Surgery (also known as Ambulatory Procedure Visits (APVs)), including anesthesia services; Emergency Department; Observation; ambulatory or outpatient External Resource Sharing Agreement (ERSA); outpatient specialty services such as OB triage or invasive diagnostic or therapeutic procedures; and outpatient specialty encounters.
- Reviews encounter and/or record documentation to identify and resolve inconsistencies, ambiguities, or discrepancies that may cause inaccurate coding, medico-legal repercussions or impacts quality patient care

- Identifies any problems with legibility, abbreviations, etc., and brings to the provider's attention.
- Educates and provides feedback to providers and clinical staff to resolve documentation issues to support coding compliance.
- Assigns accurate codes to encounters based upon provider responses to coding queries.
- Acts as a source of reference to medical staff having questions, issues, or concerns related to coding. Responds to provider questions and provides examples of appropriate coding and documentation reference(s) to provide clarity and understanding. Collaborates with and supports medical coding auditors, trainers, and compliance specialists in providing education and feedback to providers and staff.
- Supports DHA coding compliance by performing due diligence in ethically and appropriately researching and/or interpreting existing guidance, including seeking clarification through appropriate channels.
- Upon DHA-MCPB direction, utilizes MHS computer systems to remotely access patient records and assign codes for patient encounters in support of other MTFs.
- Achieve and maintain DHA coding productivity and accuracy standards for the position.

Medical Coder III

Minimum Qualifications:

- **Education:** Post-high school education through a university or technical school program resulting in completion of ONE of the following:
 1. An Associate's degree or higher in Health Information Management, Healthcare Administration, or a biological science; OR
 2. A university certificate in medical coding; OR 3) At least 30 semester hours' university/college credit that includes relevant coursework such as anatomy/physiology, medical terminology, health information management, and/or pharmacology; OR 4) Successful completion of an American Academy of Professional Coders (AAPC) or American Health Information Management Association (AHIMA) coding certification preparation course for professional services or facility coding that includes medical terminology, anatomy and physiology, health information management concepts, and pharmacology; OR 5) Successful completion of a training course beyond apprentice level for medical technicians, hospital corpsmen, medical service specialists, or hospital training, obtained in a training program given by the Armed Forces or the U.S. Maritime Service under close medical and professional supervision.
- **Certification:** ONE of the following recognized professional coding certifications: Certified Professional Coder (CPC), Registered Health Information Technician (RHIT), Registered Health Information Administrator (RHIA), or Certified Coding Specialist – Physician (CCS-P); AND ONE of the following recognized institutional coding certifications: Certified Inpatient Coder (CIC), Registered Health Information Technician (RHIT), Registered Health Information Administrator (RHIA), or Certified Coding Specialist (CCS); AND ONE of the following recognized E&M coding certifications: Certified Evaluation and Management Coder (CEMC), or National Alliance of Medical Auditing Specialists' (NAMAS) Certified Evaluation and Management Auditor (CEMA).

Core Duties:

- Accurately assigns Evaluation and Management (E&M) codes, International Classification of Diseases, Clinical Modification (ICD-CM) diagnoses, ICD-10 Procedure Coding System (ICD-10-PCS), Current Procedural Terminology (CPT), Healthcare Common Procedure Coding System (HCPCS), modifiers, and quantities derived from medical record documentation (paper or electronic) for the professional and institutional (facility) components of inpatient facility discharges (stays); inpatient professional services to include attending (also known as “Rounds”), consultations, and concurrent services, and inpatient surgical and anesthesia procedures; and inpatient External Resource Sharing Agreement (ERSA) encounters. May also code ambulatory (i.e. Coder II) or outpatient (i.e. Coder I) encounters.
- Reviews encounter and/or record documentation to identify and resolve inconsistencies, ambiguities, or discrepancies that may cause inaccurate coding, medico-legal repercussions or impacts quality patient care.
- Identifies any problems with legibility, abbreviations, etc., and brings to the provider’s attention.
- Educates and provides feedback to providers and clinical staff to resolve documentation issues to support coding compliance.
- Assigns accurate codes to encounters based upon provider responses to coding queries.
- Acts as a source of reference to medical staff having questions, issues, or concerns related to coding. Responds to provider questions and provides examples of appropriate coding and documentation reference(s) to provide clarity and understanding. Collaborates with and supports medical coding auditors, trainers, and compliance specialists in providing education and feedback to providers and staff.
- Supports DHA coding compliance by performing due diligence in ethically and appropriately researching and/or interpreting existing guidance, including seeking clarification through appropriate channels.
- Upon DHA-MCPB direction, utilizes MHS computer systems to remotely access patient records and assign codes for patient encounters in support of other MTFs.
- Achieve and maintain DHA coding productivity and accuracy standards for the position.

Medical Coding Auditor

Minimum Qualifications:

- Education: Post-high school education through a university or technical school program resulting in completion of ONE of the following:
 - 1) An Associate’s degree or higher in Health Information Management, Healthcare Administration, or a biological science; OR
 - 2) A university certificate in medical coding; OR 3) At least 30 semester hours’ university/college credit that includes relevant coursework such as anatomy/physiology, medical terminology, health information management, and/or pharmacology; OR 4) Successful completion of an American Academy of Professional Coders (AAPC) or American Health Information Management Association (AHIMA) coding certification preparation course for professional services or facility coding that includes medical terminology, anatomy and physiology, health information management concepts, and pharmacology; OR 5) Successful completion of a training course beyond apprentice level for medical technicians, hospital corpsmen, medical service specialists, or hospital

training, obtained in a training program given by the Armed Forces or the U.S. Maritime Service under close medical and professional supervision.

- **Certification:** ONE of the following recognized professional coding certifications: Certified Professional Coder (CPC), Registered Health Information Technician (RHIT), Registered Health Information Administrator (RHIA), or Certified Coding Specialist – Physician (CCS-P); AND ONE of the following recognized institutional coding certifications: Certified Inpatient Coder (CIC), Registered Health Information Technician (RHIT), Registered Health Information Administrator (RHIA), or Certified Coding Specialist (CCS); AND the following auditing certifications: Certified Professional Medical Auditor (CPMA) AND the National Alliance of Medical Auditing Specialists' (NAMAS) Certified Evaluation and Management Auditor (CEMA).

Core Duties:

- Verifies the accuracy of the diagnosis, procedure, supply codes, modifiers, and sequencing for the professional and institutional (facility) components of inpatient, ambulatory, and outpatient encounters.
- Provides second-level review of coding assignment to ensure compliance with legal and procedural policies to ensure optimal reimbursements while adhering to regulation prohibiting unbundling and other questionable practices. Examines records for proper sequence of documents, presence of authorized signatures, and sufficient data is documented that supports diagnosis, treatment administered, and results obtained.
- When assigned to perform Data Quality Management Control (DQMC) audits, provides each assigned MTF with coding audit accuracy data needed to complete their monthly Data Quality Review List/Statement and collaborate on the explanation and action plan to correct any measures not meeting performance standards IAW DHA-MCPB policies, procedures, rules, and standards.
- Develops or executes focused or specific audits related to medical coding and documentation IAW DHA-MCPB direction, guidance, instructions, policies, and procedures.
- Reviews encounter and/or record documentation to identify and resolve inconsistencies, ambiguities, or discrepancies that may cause inaccurate coding, medico-legal repercussions or impacts quality patient care.
- Identifies any problems with legibility, abbreviations, etc., and brings to the provider's attention.
- Educates and provides feedback to providers and clinical staff to resolve documentation issues to support coding compliance.
- Acts as a source of reference to medical staff having questions, issues, or concerns related to coding. Responds to provider questions and provides examples of appropriate coding and documentation reference(s) to provide clarity and understanding. Collaborates with and supports medical coders, trainers, and compliance specialists in providing education and feedback to providers and staff.
- Supports DHA coding compliance by performing due diligence in ethically and appropriately researching and/or interpreting existing guidance, including seeking

- clarification through appropriate channels.
- Stays abreast of changes in Federal laws, Department of Health and Human Services Office of Inspector General (HHS-OIG), DoD, and DHA regulations, and commercial policies involving or affecting compliance.
- Achieve and maintain DHA auditing productivity and accuracy standards for the position.

Medical Coding Trainer

Minimum Qualifications:

- **Education:** Post-high school education through a university or technical school program resulting in completion of ONE of the following:
 1. An Associate's degree or higher in Health Information Management, Healthcare Administration, or a biological science; OR
 2. A university certificate in medical coding; OR 3) At least 30 semester hours' university/college credit that includes relevant coursework such as anatomy/physiology, medical terminology, health information management, and/or pharmacology; OR 4) Successful completion of an American Academy of Professional Coders (AAPC) or American Health Information Management Association (AHIMA) coding certification preparation course for professional services or facility coding that includes medical terminology, anatomy and physiology, health information management concepts, and pharmacology; OR 5) Successful completion of a training course beyond apprentice level for medical technicians, hospital corpsmen, medical service specialists, or hospital training, obtained in a training program given by the Armed Forces or the U.S. Maritime Service under close medical and professional supervision.
- **Certification:** ONE of the following recognized professional coding certifications: Certified Professional Coder (CPC), Registered Health Information Technician (RHIT), Registered Health Information Administrator (RHIA), or Certified Coding Specialist – Physician (CCS-P); AND ONE of the following recognized institutional coding certifications: Certified Inpatient Coder (CIC), Registered Health Information Technician (RHIT), Registered Health Information Administrator (RHIA), or Certified Coding Specialist (CCS); AND ONE of the following recognized CDI certifications: AAPC: AAPC Approved Instructor; Certified Documentation Expert Outpatient (CDEO); Certified Documentation Expert Inpatient (CDEI), Association of Clinical Documentation Integrity Specialists (ACDIS): Certified Clinical Documentation Specialist (CCDS); Clinical Documentation Specialist - Outpatient (CCDS-O) or AHIMA: Certified Documentation Improvement Practitioner (CDIP).

Core Duties:

- Performs baseline and ongoing analysis of ICD, E&M, CPT, and modifier coding performance of assigned DHA Markets; MTFs; medical specialties; product lines; provider/clinical/coding staffs; or individual providers. Utilizes audit results, coder feedback, DHA-MCPB input, specialty/individual provider concerns, Market or MTF leadership concerns, Uniform Business Office (UBO) concerns, or Data Quality (DQ) concerns. Researches coding issues that arise. Analyzes coding data to identify root causes for errors and issues, identifying opportunities for education to correct identified

deficiencies. Analyzes organizational challenges; and develops organizational solutions that have a measurable impact on addressing performance gaps and issues.

- Identifies knowledge and training gaps based upon analysis.
- Effectively designs training, ensuring that training information provided is accurate. Develops objectives, evaluation criteria, and curriculum for training programs IAW DHA-MCPB direction, guidance, instructions, policies, and procedures.
- Effectively delivers training, designs training, ensuring that training information provided is consistent and delivered within prescribed protocols.
- Improves coding specificity by educating physicians, clinicians & other involved parties regarding the necessity of providing complete & clear documentation of the care provided using CDI methods, metrics, and techniques.
- Documents training plans, delivery, assessments, and evaluation, to include return on investment (ROI) determination for DHA-MCPB knowledge management in coding. Provides timely reports on coding training activities and progress made in training plans IAW DHA-MCPB direction, guidance, instructions, policies, and procedures. Provides updates to more senior staff to identify areas that need attention.
- Stays abreast of industry changes to code sets and coding guidance. Analyzes changes to coding rules and regulations by utilizing appropriate reference materials, internet sources, seminars, and publications. Stays abreast of changes in Federal laws, Department of Health and Human Services Office of Inspector General (HHS-OIG), DoD, and DHA regulations, and commercial policies involving or affecting compliance.
- Reviews encounter and/or record documentation to identify and resolve inconsistencies, ambiguities, or discrepancies that may cause inaccurate coding, medico-legal repercussions or impacts quality patient care.
- Identifies any problems with legibility, abbreviations, etc., and brings to the provider's attention.
- Educates and provides feedback to providers and clinical staff to resolve documentation issues to support coding compliance.
- Acts as a source of reference to medical staff having questions, issues, or concerns related to coding. Responds to provider questions and provides examples of appropriate coding and documentation reference(s) to provide clarity and understanding. Collaborates with and supports medical coders, auditors, and compliance specialists in providing education and feedback to providers and staff.
- Supports DHA coding compliance by performing due diligence in ethically and appropriately researching and/or interpreting existing guidance, including seeking clarification through appropriate channels.
- Achieve and maintain DHA coding productivity and accuracy standards for the position.

Medical Coding Compliance Specialist

Minimum Qualifications:

- Education: Post-high school education through a university or technical school program

- resulting in completion of ONE of the following:
 - 1) An Associate's degree or higher in Health Information Management, Healthcare Administration, or a biological science; OR
 - 2) A university certificate in medical coding; OR 3) At least 30 semester hours' university/college credit that includes relevant coursework such as anatomy/physiology, medical terminology, health information management, and/or pharmacology; OR 4) Successful completion of an American Academy of Professional Coders (AAPC) or American Health Information Management Association (AHIMA) coding certification preparation course for professional services or facility coding that includes medical terminology, anatomy and physiology, health information management concepts, and pharmacology; OR 5) Successful completion of a training course beyond apprentice level for medical technicians, hospital corpsmen, medical service specialists, or hospital training, obtained in a training program given by the Armed Forces or the U.S. Maritime Service under close medical and professional supervision.
- Certification: ONE of the following recognized professional coding certifications: Certified Professional Coder (CPC), Registered Health Information Technician (RHIT), Registered Health Information Administrator (RHIA), or Certified Coding Specialist – Physician (CCS-P); AND ONE of the following recognized institutional coding certifications: Certified Inpatient Coder (CIC), Registered Health Information Technician (RHIT), Registered Health Information Administrator (RHIA), or Certified Coding Specialist (CCS); AND ONE of the following recognized coding compliance certifications: AAPC: Certified Professional Compliance Officer (CPCO), or Health Care Compliance Association (HCCA): Certified in Healthcare Compliance (CHC); and Certification in Healthcare Revenue Integrity (CHRI) from National Association of Healthcare Revenue Integrity (NAHRI)

Core Duties:

- Evaluate and identify to Government personnel root causes of non-compliance with official coding policies, regulations, requirements, and standards.
- Perform and report investigations related to noncompliance in a fair, objective, and discrete manner.
- Review encounter and/or record documentation to identify inconsistencies or discrepancies that may cause inaccurate coding, medico-legal repercussions or impacts quality patient care, identifying any problems with legibility, abbreviations, etc., proper sequence of documents, presence of authorized signatures, and sufficient data is documented that supports diagnosis, treatment administered, and results obtained. Provides results and recommendations to Government personnel.
- Researches questions from staff regarding regulatory compliance, providing accurate, detailed, and timely responses.
- Conducts focused or targeted audits, analyzing information, identifying deficiencies, developing reports and formulating recommendations for corrective action.
- Participates in the development of internal controls and systems to mitigate risk.
- Conduct organizational risk assessments.
- Assist in maintaining reporting system(s) to enable employees to report any non-compliance (e.g., hotline).
- Respond to compliance concerns expressed by employees through internal reporting.

- Communicate suspected noncompliance through appropriate Government channels
- Ensure compliance investigations are documented and records are maintained according to requirements to include follow-up on corrective action plans implemented.
- Support maintenance of the CDM, reviewing and recommending improvements to organizational CDM structures to ensure that CDMs accurately reflect services and supplies provided and are consistent with current industry best practices.
- Ensure that leadership is knowledgeable about revenue assurance needs and reimbursement issues identified through audits, reviews, and aggregate data analysis.
- Stays abreast of industry changes to code sets and coding guidance. Analyzes changes to coding rules and regulations by utilizing appropriate reference materials, internet sources, seminars, and publications. Stays abreast of changes in Federal laws, Department of Health and Human Services Office of Inspector General (HHS-OIG), DoD, and DHA regulations, and commercial policies involving or affecting compliance.
- Develop and, with Government approval, execute revenue integrity projects to resolve identified revenue leakage issues, documenting analysis, recommendations, implementation efforts, evaluation of implemented solutions, and return on investment (ROI) determination.
- Educates and provides feedback to providers and clinical staff to resolve documentation issues to support coding compliance.
- Acts as a source of reference to medical staff having questions, issues, or concerns related to coding. Responds to provider questions and provides examples of appropriate coding and documentation reference(s) to provide clarity and understanding. Collaborates with and supports medical coders, auditors, and trainers in providing education and feedback to providers and staff.
- Supports DHA coding compliance by performing due diligence in ethically and appropriately researching and/or interpreting existing guidance, including seeking clarification through appropriate channels.

Medical Records Clerk

Minimum Qualifications:

- o Education: High School diploma or General Educational Development (GED) equivalency. Basic medical terminology required.
- o Certification: Registered Health Information Technician (RHIT) or Registered Health Information Administrator

Core Duties:

- o Initiates and maintains medical records in accordance with prescribed directives.
- o Files military forms documenting patient care into the official medical record.
- o Searches for missing paperwork or records; requests information pertaining to patient treatment to place in the medical record.
- o Prepares reports regarding record statistics as necessary. Participates in records review as part of the facility's quality assurance program and in accordance with

- accreditation standards.
- o Retires medical records in accordance with regulatory guidelines.

Medical Transcriptionist

Minimum Qualifications:

- Education: High School diploma or General Educational Development (GED) equivalency. Basic medical terminology required.
- Certification: Certified Medical Transcriptionist (CMT), American Association for Medical Transcription (AAMT), or Registered Medical Transcriptionist

Core Duties:

- Transcribes highly specialized medical dictation covering a wide range of medical specialties meeting established medical, legal, accreditation and organization requirements.
- Corrects any revisions to correct medical documents as needed.
- Interprets medical terminology and abbreviations in preparing patients' medical histories, discharge summaries, and other documents.

Beneficiary Services Representative (PEBLO)

Minimum Qualifications:

- o Education: Associate Degree in business administration, management or health care organizations from an accredited college or university.
- o Certification: None

Core Duties:

- Performs duties for the Disability Evaluation System (DES) in accordance with established DoD guidelines including Medical Evaluation Board (MEB) processing and Temporary Disability Retired List (TDRL) reevaluations in accordance with applicable instructions, regulations and directives.
- Arranges evaluation appointments, follow-up and referrals related to benefits.
- Provides IDDES program information to uniformed services, retirees, and families outlining their rights, benefits, privileges, or obligations.
- Coordinates Aeromedical evacuation or other patient travel requirements, fitness for duty determinations, line of duty (LOD), Very Seriously Ill or Injured Service member, or other program requirements.
- Participates on the multi-disciplinary team to monitor and update cases in VTA or other tracking tool as the cases progress through the process.
- Processes Review-in-Lieu-of (RILO) MEB cases for assignment limitation codes as required by regulation and in accordance with established guidance.
- Assists in preparing appeals, impartial medical reviews, rebuttals, and coordinates the assignment of Service member's legal counsel.
- Updates local program documentation, i.e., patient handouts, training documents, checklists, operating procedures, etc.

- Provides reports, briefings, training and respond to inquiries from senior leaders.

Certified Tumor Registrar

Minimum Qualifications:

- o Education: As required to meet requirements for eligibility routes to be certified by the National Cancer Registrars' Association.
- o Certification: National Cancer Registrars' Association as a Certified Tumor Registrar is required.

Core Duties:

- Performs administrative procedures related to follow-up and tracking of active cases and new cases in the Automated Central Tumor Registry (ACTUR) database.
- Maintains Follow up Rates 90% for all cases within the last 5 years and > 80% for all cases since reference date.
- Prepares and mails patient correspondence, questionnaire IAW local policy and procedures with compliance with HIPAA and privacy act requirements.
- Obtains pathology reports and cytology reports from civilian and military pathology services, reviews them to verify malignancy utilizing appropriate tumor registry standards and directives. Report to the Certified Tumor Registrar for appropriate processing.
- Accessions patients into the registry (issues accession numbers and updates files.
- Completes abstracts within 6 months of date of diagnosis.
- Serves as recorder for the periodic Cancer Conference and quarterly Cancer Committee.

Referral Clerk

Minimum Qualifications:

- o Education: High school diploma or General Educational Development (GED) equivalency
- o Certification: None.

Core Duties:

- o Reviews referrals for administrative completeness and researches covered benefits prior to processing.
- o Determines patient eligibility for services and arranges and schedules medical appointments for referred care.
- o Provides general instructions to patients and MTF personnel regarding the referral procedures.
- o Ensures referral results are returned to the referring provide and to the medical record within required timelines. Assists with follow up, written or verbal, as necessary.
- o Utilizes the referral tracking data collection tool. Calculates metrics, and compiles monthly reports.

Medical Billing Clerk

Minimum Qualifications:

- o Education: High School diploma or General Educational Development (GED) equivalency. Basic medical terminology required.
- o Certification: At least two years relevant experience or specialized Registered Health Information Technician (RHIT) or Registered Health Information Administrator certification or Certified Professional Biller (CPB) or Certified Medical Reimbursement Specialist (CMRS) required.

Core Duties:

- Serves as a medical billing clerk for the Uniform Business Office (UBO) programs: Third Party Collections (TPC), Medical Services Account (MSA), and Medical Affirmative Claims (MAC).
- Initiates and processes claims for first or third-party payers on behalf of beneficiaries treated in MTFs IAW Third Party Collections, Medical Service Account and Medical Affirmative Claims IAW DoD 6010.15-M, Military Treatment Facility (MTF) Uniformed Business Office (UBO) Manual. .
- Educate beneficiaries and MTF staff about the various billing and collection programs and processes to include the requirement of a DD Form 2569, Third Party Collections – Record of Other Health Insurance, and the required completion of an Injury Log.
- Prepares and mails or transmits claims to third party payers using the UB-92, the HCFA 1500, Health Insurance Claim Form, or other form required. Claims may also be processed electronically when available to the Government.
- Conducts follow-up claim inquiries until payment received and/or case is closed.

Operating Room Scheduler

Minimum Qualifications:

- o Education: High School diploma or General Educational Development (GED) equivalency. Basic medical terminology required.
- o Certification: None.

Core Duties:

- Receives surgical requests; validates submitted information; schedules surgery in and completes request.
- Enters data in S3, or other computer scheduling system without errors (i.e., typographical, spelling or missing fields).
- Notifies OR Operations Officer/service team chief if special equipment, machines, grafts are requested.
- Develops Daily Schedules, Advanced Schedules and Templates; prints next day's preliminary schedule by 0800 for review and approval by OR Operations Officer.
- Tracks and releases OR block time 7 calendar days prior to OR date.
- Maintains accurate and complete documentation of schedule-related OR activity which includes tracking and reporting to element chief/OR designee.
- Imports data into the Essentris.

- Reviews procedural lists and codes and confers with coders to maintain currency. Updates lists at least on a quarterly basis.

Medical Logistics Supply Technician

Minimum Qualifications:

- o Education: High School diploma or General Educational Development (GED) equivalency.
- o Certification: None.

Core Duties:

- o Provide forward logistics support in the warehouse.
- o Delivery of supplies, equipment, or furniture to customer within the medical treatment facility, to include outlying buildings attached to the organization.
- o Coordinate scheduling and transportation requests for the turn-in of unserviceable medical equipment, supplies, and furniture per Defense Reutilization and Marketing Office (DRMO) policy and local procedures.
- o Assist with medical group vehicle maintenance scheduling, fuel requirements, daily/monthly vehicle inspections, and general inside/outside vehicle cleanliness to include washing and vacuum.

Biomedical Equipment Technician (BMET)

Minimum Qualifications:

- o Education: An associate degree in biomedical equipment technology or engineering required.
- o Certification: None.

Core Duties:

- Test and calibrate components using manufacturers' manuals and troubleshooting techniques, hand tools, power tools and measuring devices.
- Keep records of maintenance, repair, and required updates of equipment.
- Inspect and test malfunctioning medical and related equipment following manufacturers' specifications, using test and analysis instruments.
- Disassemble malfunctioning equipment and remove, repair and replace defective parts such as motors, transformers, and circuit boards.
- Perform preventive maintenance or service such as cleaning, lubricating and adjusting equipment in accordance with OEM specifications.
- Test, evaluate, and classify excess or in-use medical equipment and determine serviceability, condition, and disposition instructions in accordance with regulations.

Respiratory Fit Testing Technician

Minimum Qualifications:

- o Education: Associate of Arts & Science degree with occupational health implications is required.
- o Certification: None.

Core Duties:

- Supports the Bioenvironmental Engineering Respiratory Protection Program (RPP) and occupational health compliance programs to comply with Occupational Safety and Health Administration (OSHA) and DoD Occupational Safety and Health (AFOSH) Standards.
- Perform initial and annual fit testing following fit testing procedures for the Quantitative Fit Test (QNFT) in accordance service-specific regulatory standards.
- Collects, enters and maintains all data into a database specified by the requesting location. The contractor shall complete all military forms required as part of the RPP. When applicable, contractor will utilize the Defense Occupational and Environmental Health Readiness System (DOEHRS) for reporting.
- Provide assistance to the Administrator in supporting respirator problems. Such problems may include poor fitting or improper fitting respirators.
- Prepares the RPP Fit Testing report showing overall number of personnel enrolled, current, due within 30 days, due with 60 days, and overdue for fit testing
- Assists with preparation for facility inspections as needed.

Occupational Health and Safety Technician

Includes, but not limited to: Bioenvironmental Engineering Technician, Industrial Hygiene Technician

Minimum Qualifications:

- o Education: Minimum of an Associate's Degree in one of the following disciplines: Occupational Health/Safety, Core Science or Engineering Technology.
- o Certification: None.

Core Duties:

- Performs workplace industrial hygiene surveys assessing all occupational, environmental, and radiological health hazards. Provide technical data and completed forms/documentation to government staff for inclusion into occupational/environmental/radiological health program files.
- Inspects, tests, and evaluates workplace environments, equipment, and practices to ensure they follow all applicable standards and government regulations in accordance with AF requirements. Includes sample collection and survey measurements of potential hazards and engineering controls.
- Recommends health hazard controls to mitigate hazardous and potentially hazardous conditions or equipment.
- Assists staff in monitoring environmental conditions on the installation to include the collection of water samples for compliance with the Safe Drinking Water Act, swimming pool and bathing area water quality evaluations and program compliance, and occupational and environmental health site assessment sampling.
- Investigates occupational illnesses and injuries to identify why they happened and how they

- might be prevented in the future
- Performs evaluations for compliance with fetal protection requirements.
- Reviews hazardous materials requests, plans, work orders, contracts and specifications for compliance with environmental and occupational health directives.
- Serves as a member on committees for occupational health, and environmental protection matters.

Public Health Technician

Minimum Qualifications:

- o Education: An Associate Degree in nursing or other related educational program such as allied, community health, or public health OR prior military training.
- o Certification: None.

Core Duties:

- o Performs epidemiological investigations, patient interviews and health education/control measures. Monitors rabies control program. Assists with investigations of disease outbreaks. Collects and compiles epidemiological data.
- o Conducts food inspections IAW the regulatory requirements. Collects and ships food for laboratory analysis. Evaluates and completes inspection records.
- o Conducts sanitation evaluations. Determines compliance with sanitary standards and reports discrepancies.
- o Assists with evaluating risk of vectorborne disease transmission. Collects and identifies vector species. Educates forces and base populations on prevention and control of vector-borne diseases.
- o Performs occupational health assessment and/or occupational illness investigations; conducts duty location surveys to identify health concerns; recommends corrective actions with program training and tracking of members.
- o Performs Preventive Health Assessments (PHA). Reviews fitness assessment surveys, retrieves required information from patient medical record reviews and/or schedules patient visit to obtain required information. Determines if patients need to be examined by a credentialed provider.

Medical Equipment Management Office Specialist

Minimum Qualifications:

- o Education: Associates degree in management, accounting or healthcare administration or prior military basic medical materiel course is required.
- o Certification: None.

Core Duties:

- o Researches requisition status documentation and provide quality control of

- assigned equipment and new furniture being purchased or serviced.
- o Assists with and performs research to determine best equipment sourcing options.
- o Tracks progress of funded equipment or furniture acquisitions and provides updates to customers.
- o Coordinates with warehouse and maintenance personnel when equipment or furniture items are received, inspected, shipped, stored, issued or turned-in for salvage to ensure proper receipts are processed.
- o Processes turn-ins via Electronic Turn-In Document (ETID); assists with turn-ins to Defense Reutilization and Marketing Office (DRMO).
- o Performs equipment inventories and tracking using a Radio Frequency Identification (RFID) system or equivalent methods as necessary of all in-use medical equipment for each assigned or detached organizational account.

Medical Logistics Supply Specialist

Minimum Qualifications:

- o Education: Associates degree in management, accounting or healthcare administration or prior military basic medical materiel course is required.
- o Certification: None.

Core Duties:

- o Processes customer orders, stock, and re-supply medical logistics items.
- o Removes outdated or expired items from shelves.
- o Performs inventory and documentation of supply stock utilizing a government computer system.
- o Adjusts stock levels and manages excess processes and credit returns program.
- o Performs quality control on transaction records and files documents appropriately.
- o Researches quality assurance messages for products/recalls with affected work centers.
- o Performs research on troubled orders, aged due-ins, and finds alternatives solutions for Government implementation, while keeping customers informed of progress.
- o Issues, exchanges, fills, resupplies medical first aid kits.
- o Provides forward logistics support to warehouse personnel.

NURSING SERVICES LABOR SEGMENT LABOR CATEGORIES

Certified Nursing Assistant

Minimum Qualifications:

- o Degree: Certificate.
- o Education: Completion of a certified nursing assistant program.
- o Certification: Possess and maintain certification as a certified nursing assistant.

- o Experience: One year of experience within the last two years as a certified nursing assistant.

Core Duties:

- o Prepare examination rooms prior to patient's arrival.
- o Assist with patient check-ins, admissions, discharges, and transfers.
- o Check patient's vital signs, to include temperature, respiration, pulse, weight and blood pressure.
- o Obtain and document patient's current medical history, drug history, chief complaints, allergies and vital signs on the correct form.
- o Perform diagnostic procedures when ordered.
- o Maintain examination room stock levels and perform routine maintenance of examination rooms.
- o Complete lab and x-ray requisitions in accordance with clinic policies.
- o Enter demographic data into the computer upon patient check-in; enter diagnosis and departing time when patient is released.

Certified Nurse Midwife

Minimum Qualifications:

- o Degree: Master's degree in nursing from an accredited institution.
- o Education: Graduate from a certified nurse midwife education program accredited by the American College of Nurse Midwives (ACNM).
- o Certification: Certified by the American Midwifery Certification Board. Current Neonatal Resuscitation Program (NRP) certification.
- o Experience: As required to meet clinical competency requirements specified in the credentialing instructions.
- o Licensure:
 - o Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.
 - o Non-Personal Services: Must hold a full, current, valid, unrestricted license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance.

Core Duties:

- Provide comprehensive primary care to women from menarche through menopause. Plan and manage prenatal, postpartum, well woman gynecologic, family planning and pre-conceptual care.
- Participate in the care of women with medical complications.
- Consultation, collaboration and referral with Obstetricians-Gynecologists.
- Manage the care of normal antepartum women to include teaching, counseling and support.
- Take a health history and perform and record the obstetrical physical evaluation. Collect, document, and evaluate patient data.
- Assess patient needs, formulate, and implement a plan of care for each patient consistent

- with established guidelines.
- Manage antepartum, intrapartum and postpartum care.
- Perform the following: manage and control normal spontaneous deliveries; record the labor and delivery.
- Perform and record physical evaluation of newborns.
- Manage the care of normal newborn including nutrition, elimination and activity.
- Maintain all required patient records and report pertinent information.
- Prescribe medications, as required, in accordance with MTF privileges.

Certified Registered Nurse Anesthetist (CRNA)

Minimum Qualifications:

- o Degree: Master's degree in nursing.
- o Education: Graduate from an academic program, approved by the Council on Accreditation of Nurse Anesthesia Programs (COA).
- o Certification: Certified as a Registered Nurse Anesthetist from the American Association of Nurse Anesthetists (AANA) or the National Board of Certification and Recertification for Nurse Anesthetists (NBCRNA).
- o Experience: As required to meet clinical competency requirements specified in the credentialing instructions.
- o Licensure:
 - o Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.
 - o Non-Personal Services: Must hold a full, current, valid, unrestricted license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance.

Core Duties:

- o Manage patient anesthesia experience, perform preoperative evaluations and preparations, administer monitored anesthesia care, regional and general anesthesia, monitor and manage patient reactions to anesthesia and surgery, manage fluid therapy, perform and manage invasive monitoring, and perform post-operative evaluations within the defined scope of awarded privileges granted by the MTF.
- o Perform a pre-anesthetic assessment and evaluation of the patient. This includes obtaining an informed consent from the patient, requesting consultations and/or diagnostic studies and ordering pre-anesthetic medications.
- o Develop and implement an anesthetic plan of care.
- o Perform an assessment immediately prior to induction of anesthesia of the patient. This shall include a review of the medical record with regard to completeness, pertinent laboratory data, time of administration and dosage of pre-anesthesia medication, together with an appraisal of any changes in the patient's condition from that noted on previous visits. This note shall include any previous anesthetic experiences and complications thereof noted in the medical record.
- o Maintain the patient's physiologic homeostasis and corrects abnormal responses to the anesthesia and/or surgery.
- o Collect and interpret patient physiological data by selecting, applying or inserting

noninvasive monitoring modalities.

- o Manage the patient's airway and pulmonary status.
- o Manage the patient's emergence and recovery from anesthesia by maintaining homeostasis, providing relief from pain and anesthesia side effects and preventing and managing complications through selecting, obtaining, ordering and administering medications, fluids or ventilator support.
- o Record all pertinent events taking place during the introduction of, maintenance of and emergence from anesthesia, including the dosage and duration of all anesthetic agents, other drugs intravenous fluids and blood or blood components on all patients that have received anesthesia care.
- o Record post-anesthetic visits, including at least one note describing the presence or absence of anesthesia related complications of the procedure.

Clinical Nurse Specialist

Includes, but not limited to: Certified Clinical Nurse Specialist in the following areas: Adult Health; Adult-Gerontology; Adult Psychiatric-Mental Health; Advanced Diabetes Management; Gerontology; Home Health; Pediatric; Public/Community Health

Minimum Qualifications:

- o Degree: Master's degree in nursing.
- o Education: Graduate from an academic program, within the nursing specialty field of study that is accredited by national nursing accrediting agency recognized by the Accreditation Commission for Education in Nursing (ACEN) or the Commission on Collegiate Nursing Education (CCNE).
- o Certification: Certified in the specialty required by the TO as a Clinical Nurse Specialist by the American Nurses Credentialing Center (ANCC) or the recognized national nursing certification organization for the specialty (for example, oncology, psychiatric, cardiovascular, pulmonary).
- o Experience: As required to meet clinical competency requirements specified in the credentialing instructions.
- o Licensure:
 - o Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.
 - o Non-Personal Services: Must hold a full, current, valid, unrestricted license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance.

Core Duties:

- Practice independently and collaboratively with other members of the health care team to ensure a comprehensive plan of care for the patient. Technically direct and teach other staff, provide educational lectures and participate in in-service training to staff members.
- Perform developmental assessments and screenings; conducting diagnostic and screening tests; initiating and evaluating treatment regimens that may include prescribing and dispensing medication appropriate to the privileged scope of care.
- Communicate and collaborate with a diverse group of people for the purpose of informing

the healthcare team of plans/actions, for teaching/education to benefit the patient/family and organization.

- Recognize conditions that require isolation and ensure universal precautions are used in all patient encounters.
- Attend staff meetings to provide case discussion, continuing education, and continuous quality improvement.

Licensed Practical/Vocational Nurse

Minimum Qualifications:

- o Degree: Certificate.
- o Education: Graduation from a State Board of Nursing approved LPN/LVN training program or completion of equivalent military training that permits sitting for the State licensure examination.
- o Experience: One year of experience within the last two years as a practical or vocational nurse.
- o Licensure:
 - Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.
 - Non-Personal Services: Must hold a full, current, valid, unrestricted license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance.

Core Duties:

- Initiate, perform and complete assigned duties in providing care to variable patient populations.
- Complete assigned patient care based on the patients' conditions, use judgment in selecting the appropriate order and sequence of procedures and treatments, and accurately recognize, report and record relevant patient information.
- Observe, identify and respond to the patient's needs for care, including medication, equipment-assisted care and patient/family education.
- Prepare and administer prescribed medications (oral, topical, subcutaneous, intramuscular and/or intravenous) and perform treatments according to established policies/procedures.
- Recognize urgent or emergent patient care situations, seek assistance of the RN and/or MD/DO, and initiate appropriate emergency interventions as directed by medical staff.
- Perform support duties for complex diagnostic tests and/or specialized practices or procedures, which include preparing the patient, assisting in the diagnostic examination, preparing and handling specialized instruments or other specialized equipment, and monitoring the patient's condition before, during, and following the procedure.
- Orient peers and ancillary personnel to unit policies and procedures, skills, and standards of practice.
- Integrate healthy work environment principles that result in improved patient healthcare delivery, education of patients and their families and employee satisfaction.

Licensed Practical Nurse – Referral Management Center

Minimum Qualifications:

- o Degree: Certificate.
- o Education: Graduation from a State Board of Nursing approved LPN/LVN training program or completion of equivalent military training that permits sitting for the State licensure examination.
- o Experience: Current experience requirement is one year in the last two years as a practical or vocational nurse.
- o Licensure:
 - o Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.
 - o Non-Personal Services: Must hold a full, current, valid, unrestricted license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance.

Core Duties:

- o Reviews referrals for administrative, clinical completeness and appropriateness. Validates requested medical service, and authorizes surgery/medical procedures, laboratory, radiology, pharmacy, and general hospital procedures and regulations. Collaborates with TRICARE Regional Office Clinical Liaison Nurse and MTF Liason to address any process issues or concerns.
- o Schedules referral appointments in accordance with required Access to Care Standards within the direct care system or outside the MTF with network/non-network providers for 90% of all referrals.
- o Provides timely, descriptive feedback regarding utilization review issues.
- o Reviews and enters first right of refusal referrals into CHCS and database within one (1) business day of the date of the referral.
- o Submits referrals to non-network providers to TRICARE Service Center (TSC) for processing.
- o Receives and makes patient telephone calls and computer/written correspondence regarding specialty clinic appointments and referrals.
- o Tracks referral reports; obtain referral results within the required timelines and follow up with as necessary. Documents that paper referral results are properly filed in patient's health record.

Nurse Practitioner (Advanced Practice Nurse)

[Qualification for APN requirement under Ancillary Market Segment]

Includes, but not limited to: Nurse Practitioner in the following areas: Acute Care; Adult; Adult-Gerontology- Acute Care; Adult-Gerontology-Primary Care; Family Practice; Flight Medicine; Gerontology; Neonatal; Pediatric; Psychiatric-Mental Health; Psychiatric Primary Care; Women's Health

Minimum Qualifications:

- o Degree: Master's degree in nursing.
- o Education: Graduate from an academic program, within the nursing specialty field of study that is accredited by a regional or national nursing accrediting agency recognized by the Accreditation Commission for Education in Nursing (ACEN) or the Commission on

Collegiate Nursing Education (CCNE).

- o Certification: Certified in the specialty required by the TO as a Nurse Practitioner by the American Nurses Credentialing Center (ANCC), American Academy of Nurse Practitioners (AANP) or the recognized national nursing certification organization for the specialty area of practice as appropriate (for example, National Certification Board of Pediatric Nurse Practitioners and Nurses, American Nurses Association, National Certification Corporation for the Obstetric, Gynecologic and Neonatal Specialties).
- o Experience: As required to meet clinical competency requirements specified in the credentialing instructions.
- o Licensure:
 - o Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.
 - o Non-Personal Services: Must hold a full, current, valid, unrestricted license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance.

Core Duties:

- Provide a full range of outcome-based nurse practitioner services in accordance with privileges granted by the MTF (e.g., provide clinical supervision and general screening and medical care and examinations of patients for routine, acute and chronic conditions involving any and all organ systems; provide immunizations; diagnose, treat, and counsel patients as indicated).
- Technically direct and teach other staff, provide evidenced-based educational lectures and participate in in-service training to staff members.
- Diagnose and treat patients with common acute conditions, chronic illnesses, or minor trauma within accepted protocols, clinical practice guidelines, Nurse Practice Acts, and/or in consultation with a physician.
- Promote preventive care and health maintenance including annual physicals, positive health behaviors and self-care through both formal and individual education and counseling.
- Communicate and collaborate with a diverse group of people for the purpose of informing the healthcare team of plans/actions, for teaching/education to benefit the patient/family and organization.
- Recognize conditions that require isolation and ensure universal precautions are used in all patient encounters.
- Attend staff meetings to provide case discussion, continuing education, and continuous quality improvement and safety.

Registered Nurse

Includes, but not limited to: Ambulatory Care; Apheresis; Behavioral Health; Breast Health; Burn Unit; Cardiac Care Unit; Cardiac Cath Lab; Cardiac Rehabilitation; Charge Nurse; Community Health; Critical Care; Deployment Health; Dermatology; Diabetes; Discharge Planning; Disease Management; Emergency Medicine; Endoscopy; Family Practice; Gastroenterology; General Surgery; Genetics; Health Educator; Health Promotion; Hematology;

Hemodialysis; Infection Control; Inpatient; Intensive Care; Internal Medicine; Labor and Delivery (L&D); Lactation Consultant; Maternal Child; Medical/Surgical; Neonatal Intensive Care; Nephrology; Neurology; OB/GYN; Occupational Medicine; Operating Room; Ophthalmology; Orthopedics; Pain Management; Post Anesthesia Care Unit (PACU); Pediatrics; Plastic Surgery; Pulmonary; Psychiatric/Mental Health; Radiology; Rheumatology; Sleep Medicine; Special Care Unit; Special Needs; Urgent Care; Urology; Vascular; Women's Health

Minimum Qualifications:

- o Degree: Associate's Degree of Nursing.
- o Education: Graduate from a college or university accredited by Accreditation Commission for Education in Nursing (ACEN), the Commission on Collegiate Nursing Education (CCNE).
- o Experience One year of experience within the last two years as a registered nurse.
- o Licensure:
 - o Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.
 - o Non-Personal Services: Must hold a full, current, valid, unrestricted license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance.

Core Duties:

- o Coordinate patient care in collaboration with a wide array of healthcare professionals. Facilitate the achievement of optimal outcomes in relation to clinical care, quality and cost effectiveness.
- o Ensure compliance with standards of care and practice in accordance with all established policies, procedures, and guidelines used in the MTF.
- o Perform physical exam and health histories.
- o Provide health promotions, counseling, and education.
- o Administer medications, wound care, and numerous other personalized interventions.
- o Direct and provide clinical supervision of care provided by other healthcare professionals.
- o Accountable for making patient care assignments based on the scope of practice and skill level of assigned personnel.
- o Recognize adverse signs and symptoms and quickly react in emergency situations.
- o Communicate and collaborate with a diverse group of people for the purpose of informing the healthcare team of plans/actions, for teaching/education to benefit the patient/family and organization.
- o Make referral appointments and arrange specialty care as appropriate.
- o Perform nursing services identified in the TO.
- o Provide feedback to the Government in support of improved practice and patient outcomes.

Registered Nurse - Case Manager

Minimum Qualifications:

- o Degree: Associates Degree of Nursing.
- o Education: Graduate from a college or university accredited by Accreditation Commission for Education in Nursing (ACEN), the Commission on Collegiate Nursing Education (CCNE)

or as otherwise outlined in the TO.

- o Certification: Possess one of the following certifications:
 - o Commission for Case Manager Certification Certified Case Manager (CCM)
 - o Certification of Disability Management Specialists Commission: Certified Disability Management Specialist (CDMS)
 - o Association of Rehabilitation Nurses: Certified Rehabilitation Registered Nurse (CRRN)
 - o American Board for Occupational Health Nurses Certified Occupational Health Nurse (COHN) or Certified Occupational Health Nurse-Specialist (COHN-S).
 - o National Board for Certification in Continuity of Care: Advanced Certification in Continuity of Care (ACCC)
 - o Commission on Rehabilitation Counselor Certification: Certified Rehabilitation Counselor (CRC)
 - o American Nurses Credentialing Center Nurse Case Manager (RN-NCM)
 - o National Academy of Certified Care Managers: Care Manager Certified (CMC)
- Experience: Current experience requirement is three years of in the last four years as a registered nurse case manager.
- Licensure:
 - o Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.
 - o Non-Personal Services: Must hold a full, current, valid, unrestricted license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance.

Core Duties:

- o Participate in all phases of the Case Management Program (CMP) and ensure that the CMP meets established case management (CM) standards of care.
- o Provide nursing expertise about the CM process, including assessment, planning, implementation, coordination, and monitoring. Identify opportunities for CM and identify and integrate local CM processes.
- o Develop and implement local strategies using inpatient, outpatient, onsite and telephonic CM
- o Develop and implement tools to support case management, such as those used for patient identification and patient assessment, clinical practice guidelines, algorithms, CM software, and databases for community resources.
- o Integrate CM and utilization management (UM) and integrating nursing case management with social work case management.
- o Maintain liaison with appropriate community agencies and organizations.
- o Accurately collect and document patient care data.
- o Develop treatment plans including preventive, therapeutic, rehabilitative, psychosocial, and clinical interventions to ensure continuity of care toward the goal of optimal wellness.
- o Establish mechanisms to ensure proper implementation of patient treatment plan and follow-up post discharge in ambulatory and community health care settings.
- o Provide appropriate health care instruction to patient and/or caregivers based on identified learning needs.

Registered Nurse - Medical Evaluation Board Liaison

Minimum Qualifications:

- o Degree: Associates Degree of Nursing.
- o Education: Graduate from a college or university accredited by Accreditation Commission for Education in Nursing (ACEN), the Commission on Collegiate Nursing Education (CCNE).
- o Experience: Current experience required is three years within the last four years as a registered nurse.
- o Licensure:
 - o Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.
 - o Non-Personal Services: Must hold a full, current, valid, unrestricted license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance.

Core Duties:

- o Plans and completes necessary MEB process activities from the time of notification of the need to evaluate an active duty member's fitness for duty until a disposition is made by the Secretary of the Service.
- o Track treatment of patients with pending MEBs to ascertain all clinical information is available to the primary care manager. These clinical documents will be reviewed for completeness and accuracy.
- o Works closely with the Beneficiary Service Representative (i.e. Physical Evaluation Board Liaison Officer - PEBLO) and the Medical Evaluation Board Clerk to facilitate expeditious processing of active MEBs.
- o Schedules follow-up appointments, ancillary services and meetings as necessary.
- o Actively coordinates treatment plans with private and federal sector health care providers; interfacing with the patient, commander and MTF staff.
- o Attends Deployment Availability Working Group (DAWG), local MEB meetings and other meetings necessary to job function.

Registered Nurse – Referral Management Center**Minimum Qualifications:**

- o Degree: Associates Degree of Nursing.
- o Education: Graduate from a college or university accredited by Accreditation Commission for Education in Nursing (ACEN), the Commission on Collegiate Nursing Education (CCNE).
- o Experience: Current experience required is three years within the last four years as a registered nurse.
- o Licensure:
 - o Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.
 - o Non-Personal Services: Must hold a full, current, valid, unrestricted license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance.

Core Duties:

- o Conduct reviews for medical necessity, preauthorization, medical appeals, collection and recovery from insurance carriers, and right of first refusal activities.
- o Monitors specialty care referrals for appropriateness, covered benefit, and authorized hospital procedures and Access to Care standards for 90% of all referrals.
- o Orients and instructs other Referral Management Center (RMC) staff.
- o Assists in locating specialty providers in routine or STAT situations.
- o Coordinates with SGH for all active, reserve and guard referrals not covered under the TRICARE benefit for approval.
- o Reviews and enters first right of refusal referrals into CHCS and database within one (1) business day of the date of the referral for proper processing in attempts to recapture workload from the network to the MTF.
- o Ensures summaries for all specialty referrals scheduled within the MTF are closed out in the referral database and given to the requesting provider within 72 hours.
- o Processes the TRICARE Regional Office reconciliation report daily, identifies all open referrals and ensures resubmission. Ensures all referrals are reviewed and dispositioned in the appropriate manner (both electronically and manually).
- o Prepares and submits monthly reports from encounter forms and ad hoc reports.
- o Participates in in-services and continuing education programs. Briefs applicable data/slides to provider staff, executive staff, newcomers, as appropriate.

Registered Nurse – Surgical Case Reviewer

Minimum Qualifications:

- o Degree: Associates Degree of Nursing.
- o Education: Graduate from a college or university accredited by Accreditation Commission for Education in Nursing (ACEN), the Commission on Collegiate Nursing Education (CCNE).
- o Experience: Current experience required is three years within the last four years as a registered nurse with knowledge of and training in operating room or perioperative nursing.
- o Licensure:
 - o Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.
 - o Non-Personal Services: Must hold a full, current, valid, unrestricted license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance.

Core Duties:

- o Provides a clinical review and administrative support for the DoD's implementation of the American College of Surgeons (ACS) National Surgical Quality.
- o Identifies surgical patients for inclusion in the program registry through the application of strict program inclusion/exclusion criterion and randomization protocol.
- o Performs chart abstraction to collect pre-operative, operative, and post-

operative data components for the program through the effective utilization of the hospital medical record system.

- o Attends weekly Morbidity & Mortality conferences to ensure reliable data collection of postoperative occurrences.
- o Creates and submits the weekly site accrual report on the website; responds to accrual report alerts.
- o Contacts patients and/or families via telephone and/or written communications post-operatively for the purpose of identifying possible occurrences associated with surgical procedures performed at the hospital.

Registered Nurse – Utilization Management

Minimum Qualifications:

- o Degree: Associates Degree of Nursing.
- o Education: Graduate from a college or university accredited by Accreditation Commission for Education in Nursing (ACEN), the Commission on Collegiate Nursing Education (CCNE).
- o Experience: Current experience required is three years within the last four years as a registered nurse in utilization management.
- o Licensure:
 - o Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.
 - o Non-Personal Services: Must hold a full, current, valid, unrestricted license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance.

Core Duties:

- o Supports a comprehensive MTF Utilization Management plan/program as prescribed in the DoD Medical Management Guide and by the MTF Utilization Management Director.
- o Actively and retrospectively reviews medical cases to confirm receipt of appropriate care, monitor for patterns/trends and develop action plan for areas requiring improvement.
- o Reports on utilization patterns; briefs provider staff and executive staff.
- o Maintains reports on which cases have been denied or received reduced third party payments and reports provider profiles to the MTF management for corrective action.
- o Participates on multi-disciplinary teams to resolve recurring problems in the healthcare delivery process for care within or outside the MTF including referrals

PHYSICIAN SERVICES LABOR SEGMENT LABOR CATEGORIES

Physician

Includes, but not limited to: Primary care and Specialty care Physicians

Minimum Qualifications:

- Degree: Doctor of Medicine (M.D.) or Doctor of Osteopathy (D.O.).
- Education: Graduation from a medical school in the United States, Canada, or approved by the Liaison Committee on Medical Education of the American Medical Association (AMA), graduation from a college of osteopathy approved by the American Osteopathic Association (AOA), or graduation from a medical school with evidence of Educational Commission for Foreign Medical Graduates (ECFMG) certification.
- Certification: The DoD only recognizes certifications issued by boards that are members of the American Board of Medical Specialties (ABMS) or the AOA Bureau of Osteopathic Specialists
- Internship/Residency/Fellowship: Completion of an accredited residency approved by the Accreditation Council for Graduate Medical Education (ACGME).
- Experience: As required to meet clinical competency requirements specified in the credentialing instructions.
- Licensure:
 - Personal Services: Must hold a full, current, and unrestricted license in a State, Territory, Commonwealth, or the District of Columbia.
 - Non-Personal Services: Must hold a full, current, valid, unrestricted license (with no limitations, stipulations, or pending adverse actions) that abides by the State requirements of the location of performance.

Core Duties:

- Perform a full range of physician services in accordance with privileges granted by the MTF.
- Provide technical direction for, perform, or assist in the instruction of other health care professionals within the scope of the clinical privileges or responsibilities.
- Examine, diagnose, treat or prescribe courses of treatment within the scope of training, experience, and privileges.
- Provide preventive and health maintenance care, including annual physicals, positive health behaviors, and self-care skills through education and counseling.
- Order diagnostic tests as applicable as well as request consultation or referral with appropriate physicians, clinics, or other health resources as indicated.
- Technically proficient in providing clinical supervision and teaching other medical staff, providing educational lectures and participating in the provision of in-service training to clinic staff members. Such interaction will adhere to Government and professional clinical standards and accepted clinical protocols.