

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
FSM National Government

It is the policy of the FSM Government that qualified FSM citizens is given first priority for employment consideration; with other Micronesian and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Assistant Referral Coordinator
PL-20/1
\$427.74 B/W + \$40.00 Cola (\$467.74 B/W)

This is the minimum rate at step one of the grade. Higher rates may be authorized in cases of hard-to-fill positions where it is appropriate to the qualification of the appointee.

LOCATION:

MiCare Health Insurance Plan
FSM National Government
Pohnpei, Kolonia FM 96941

DUTIES (ILLUSTRATION ONLY):

Monitor for incoming referral documentation; Assist and maintain updated medical records of all off-island medical patients and referral activities and development; Assist and control all letters of authorization (LOA) issued to Basic Off-Island Referrals, Supplemental Resident and Non-Resident members; assist the Referral Coordinator in making travel schedules and arrangements for basic referral patients based on the patient's approved travel authorizations; Organize and arrange all patient's referral files; Disseminate program information to the members; other duties and responsibilities that may be required by the Referral Coordinator from time to time.

QUALIFICATION REQUIREMENTS:

Graduation from a recognize a college or university with a degree in Business Administration, Public Administration or related field plus two (2) years of work experience in health insurance or equivalent.

Secure Application Forms From
And Return to FSM National
Government Personnel Office