



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

P. O. Box 500409, Saipan, MP 96950

Website: www.chcc.gov.mp



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 20-182

POSITION: **LEAD MEDICAL
TRANSCRIPTIONIST** OPENING DATE: **07/03/2020**

NO. OF VACANCIES: **1** CLOSING DATE: **07/24/2020**

SALARY: **\$14.39 P/H - \$18.17 P/H**

The salary given will be determined by the qualifications of the appointee.

LOCATION: Commonwealth Health Center, Saipan
Commonwealth Healthcare Corporation

DUTIES:

Coordinate work assignments and distribution of dictated materials for transcriptions as dictated to the Transcription Unit by Physicians. Perform or assign other dictated materials for transcription as required by the Director of Health Information Management. Maintain an accurate log of all transcribed reports to ensure that dates, names of patient and physician, patient medical record number are accurately indicated in the report. Recognize, interpret and evaluate inconsistencies in medical dictation and perform edits and revisions as needed. Clarify dictation, which is unclear or incomplete. Deliver transcribed reports to Physicians. Make frequent rounds within hospital as needed to pick up tapes with dictation, dictation slips, and re-supply the dictation areas with new tapes and dictation slips. Access electronic medical records on an as needed basis, respecting the patients right to privacy and observing HIPAA guidelines. Respond to equipment and transcription system problems. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Any combination equivalent to an AA degree with emphasis on Anatomy, Physiology and Medical Terminology, Certified Medical Transcriptionist plus five years experience as a Medical Transcriptionist. Must have an understanding of medical terminology, anatomy and physiology, grammar, and word processing software. Knowledge of medical transcription guidelines and practices. Ability to lead and train other medical transcriptionists. Ability to operate designated word processing dictation and transcription equipment. Requires a high degree of organizational skill.

CONDITIONAL REQUIREMENTS:

This position is a Full-Time employment status at 40 hours per week with a shift schedule of eight hours per day, Monday through Sunday with flexible day(s) off per week. Employment start date will begin on September 16, 2020 through September 15, 2023. Eligible for overtime pay at "rate x 1.5 per hour" after completing a 40 hour work week per week for this position.

Note(s):

- *Three-fourths 20 CFR 655, Subpart E: "Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any."*
- *Transportation and Subsistence 20 CFR 655, Subpart E: "If the worker completes 50 percent of the work contract period, the employer will provide, reimburse, or advance payment for the worker's transportation and subsistence from the place of recruitment to the place of work. Upon completion of the work contract or where the worker is dismissed earlier, the employer will provide or pay for the worker's reasonable costs of return transportation and subsistence back home or to the place the worker originally departed to work, except reported a worker's voluntary abandonment of*

employment. The amount of transportation payment or reimbursement will be equal to the most economical and reasonable common carrier for the distances involved.”

- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

OTHERS:

This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security.

Note: Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.

Extended the JVA announcement to attract more US residents in the CNMI and Globally to fulfill this position and to meet the posting requirements as indicated on the Notice of Acceptance (NOA).

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Human Resources

Commonwealth Healthcare Corporation

1 Lower Navy Hill Road, Navy Hill, Saipan, MP, 96950

Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.

Employment Application Forms will be available 24/7 at the employer's hospital facility's Main Cashier Office (entrance/exit point for all)

E-mail: humanresources@dph.gov.mp

Direct Line: (670) 236-8205/8210/8729/8202

Trunk Line: (670) 234-8950 ext. 3580/3581/3583

Fax Line: (670) 233-8756

/vdlg

CW-1 Application for Temporary Employment Certification
Form ETA-9142C
U.S. Department of Labor



IMPORTANT: Employers and authorized preparers must read the general instructions carefully before completing the Form ETA-9142C. A copy of the instructions can be found at <http://www.foreignlaborcert.doleta.gov>. If you are not submitting this electronically, please complete ALL required fields/items containing an asterisk (*) and any fields/items where a response is conditional as indicated by the section (§) symbol.

A. Nature of CW-1 Application

1. Type of Application (choose only one) *	<input type="checkbox"/> New employment	<input checked="" type="checkbox"/> Renewal of approved employment
2. CW-1 Permit Renewal: If "Renewal of approved employment" is marked in Question A.1, enter the date on which the CW-1 visa status of the nonimmigrant worker(s) will expire. §	9/15/2020	
3. Long-Term Worker: Is the employer seeking to employ a long-term worker who was previously issued a CW-1 visa or otherwise granted CW-1 status, as defined in 20 CFR 655.402? *	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4. Cap-Exempt Worker: Will any of the CW-1 workers employed under this application be exempt from the statutory numerical limit, or "cap," on the total number of foreign nationals who may be issued a CW-1 visa or otherwise granted CW-1 status? *	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
5. Emergency Situation: Is the employer requesting to waive the requirement to obtain a valid PWD prior to the filing of this application due to an emergency situation, as set forth in 20 CFR 655.422? *	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
FOR EMERGENCY SITUATIONS ONLY If "Yes" is marked in question A.5, mark questions 6 and 7 below and include the required items.		
6. Is a statement justifying the employer's emergency situation attached to this application? §	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
7. Is a completed Form ETA-9141C, <i>Application for Prevailing Wage Determination</i> (PWD application), attached to this application? If the employer has submitted its PWD application for processing, select "No" and enter the PWD case number in E.3. §	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	

B. Employer Information

1. Legal Business Name *		
Commonwealth Healthcare Corporation		
2. Trade Name/Doing Business As (DBA), if applicable §		
N/A		
3. Address 1 *		
1 Lower Navy Hill Road, Navy Hill		
4. Address 2 (apartment/suite/floor and number) §		
P. O. Box 500409		
5. City *	6. State *	7. Postal Code *
Saipan	Northern Mariana Islar	96950
8. Country *	9. Province §	
United States Of America	N/A	
10. Telephone Number *	11. Extension §	
16702368202	3554	
12. Federal Employer Identification Number (FEIN from IRS) *	13. NAICS Code *	
66-0774364	62211	
14. Type of Employer (Choose only one) *	<input checked="" type="checkbox"/> Individual Employer	<input type="checkbox"/> Job Contractor – Joint Employer
FOR JOB CONTRACTORS ONLY If "Job Contractor – Joint Employer" is marked in question B.14, mark questions 15 and 16 below and include the required items.		
15. A completed Appendix A identifying the employer-client is attached to this application. §	<input type="checkbox"/>	
16. An executed contract or other agreement between the job contractor and the employer-client establishing a bona fide relationship to the workers sought under this application is attached. §	<input type="checkbox"/>	

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C. Employer Point of Contact Information

The information contained in this section must be that of an employee of the employer who is authorized to act on behalf of the employer in labor certification matters. The information in this Section must be different from the agent or attorney information listed in Section D, unless the attorney is an employee of the employer.

1. Contact's Last (family) Name *		2. First (given) Name *		3. Middle Name(s) §	
Muna		Esther		Lizama	
4. Contact's Job Title *					
Chief Executive Officer					
5. Address 1 *					
1 Lower Navy Hill Road, Navy Hill					
6. Address 2 (apartment/suite/floor and number) §					
P. O. Box 500409					
7. City *			8. State *		9. Postal Code *
Saipan			Northern Mariana Is		96950
10. Country *			11. Province §		
United States Of America			N/A		
12. Telephone Number *		13. Extension §	14. Business Email Address *		
16702368202		3554	chccimmigration@gmail.com		

D. Attorney or Agent Information (If applicable)

1. Indicate the type of representation for the employer in the filing of this application. * Complete the remainder of this section if "Attorney" or "Agent" is marked.			<input type="checkbox"/> Attorney <input type="checkbox"/> Agent <input checked="" type="checkbox"/> None		
2. Attorney or Agent's Last (family) Name §		3. First (given) Name §		4. Middle Name(s) §	
5. Address 1 §					
6. Address 2 (apartment/suite/floor and number) §					
7. City §			8. State §		9. Postal Code §
10. Country §			11. Province §		
12. Telephone Number §		13. Extension §	14. Law Firm/Business Email Address §		
15. Law Firm/Business Name §			16. Law Firm/Business FEIN §		
FOR ATTORNEY USE ONLY					
If "Attorney" is marked in question D.1, complete questions 17 – 19 below.					
17. State Bar Number(s) §			18. State of highest state court where attorney is in good standing §		
19. Name of the highest state court where attorney is in good standing §					
FOR AGENT USE ONLY					
If "Agent" is marked in question D.1, complete question 20 below and include the required attachment.					
20. A copy of the current agreement or other documentation demonstrating the agent's authority to represent the employer is attached to this application. §					<input type="checkbox"/>

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E. Job Opportunity Information

a. Occupational Classification and PWD

1. SOC Occupational Code * 31-9094.00	2. SOC Occupation Title * Medical Transcriptionists
3. If "No" is marked to question A.5, enter the PWD case number obtained from the U.S. Department of Labor for this job opportunity. *	P-500-19360-216496

b. Job Offer and Minimum Requirements

1. Job Title * Lead Medical Transcriptionist										
2. Workers Needed * 1		Period of Intended Employment								
3. Begin Date: *9/16/2020				4. End Date: *9/15/2023						
5. Job Duties – Description of the specific services or labor to be performed. * (All job duties must be disclosed on this form. The response must begin in the form space. One separate attachment will be accepted to fully complete the response.) Coordinate work assignments and distribution of dictated materials for transcriptions as dictated to the Transcription Unit by Physicians. Perform or assign other dictated materials for transcription as required by the Director of Health Information Management. Maintain an accurate log of all transcribed reports to ensure that dates, names of patient and physician, patient medical record number are accurately indicated in the report. Recognize, interpret and evaluate inconsistencies in medical dictation and perform edits and revisions as needed. Clarify dictation, which is unclear or incomplete. Deliver transcribed reports to Physicians. Make frequent rounds within hospital as needed to pick up tapes with dictation, dictation slips, and re-supply the dictation areas with new tapes and dictation slips. Access electronic medical records on an as needed basis, respecting the patients right to privacy and observing HIPAA guidelines. Respond to equipment and transcription system problems. Performs other related duties as assigned.										
6. Anticipated days and hours of work per week (an entry is required for each box below) *						7. Hourly work schedule *				
40	a. Total Hours	8	c. Monday	8	e. Wednesday	8	g. Friday	a. 7 : 30	<input checked="" type="checkbox"/> AM	<input type="checkbox"/> PM
0	b. Sunday	8	d. Tuesday	8	f. Thursday	0	h. Saturday	b. 4 : 30	<input type="checkbox"/> AM	<input checked="" type="checkbox"/> PM
8. Education: minimum U.S. diploma/degree required. * <input type="checkbox"/> None <input type="checkbox"/> High School/GED <input checked="" type="checkbox"/> Associate's <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate (PhD) <input type="checkbox"/> Other degree (JD, MD, etc.)										
9. Training: number of months required. *			0		10. Work Experience: number of months required. *			24		
11. Supervision: does this position supervise the work of other employees? *				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		11a. If "Yes" to question 11, enter the number of employees worker will supervise.§			2	
12. Special Requirements - List specific skills, licenses/certifications, field(s) of training, and requirements of the job. * Please See Addendum										

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c. Place of Employment and Wage Information

1. Worksite Address *		
1 Lower Navy Hill Road, Navy Hill		
2. Worksite Address § (apartment/suite/floor and number)		
P. O. Box 500409		
3. City *	4. State *	5. Postal Code *
Saipan	Northern Mariana Islar	96950
6. Basic Wage Rate Paid *		6a. Overtime Wage Rate Paid §
From: \$ 14 . 39 * To: \$ 18 . 17		From: \$ 21 . 59 To: \$ 27 . 26
7. Per (Choose only one) *		7a. Additional conditions about the wage rate to be paid. §
<input checked="" type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Month <input type="checkbox"/> Year <input type="checkbox"/> Piece Rate		Fringe benefits - paid time off & holidays. Optional-medical & dental insurance
8. Frequency of Pay. * <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Biweekly <input type="checkbox"/> Other (specify): _____		
9. Will work be performed at worksite locations other than the one identified above? *		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10. If "Yes" is marked in question E.c.9, a completed Appendix B is attached to this application. §		<input type="checkbox"/>

d. Other Material Terms and Conditions of the Job Offer

1. <u>I have read and agree to provide</u> the following terms and conditions with this job offer as fully explained in Form ETA-9142C – General Instructions and at 20 CFR 655, Subpart E. *		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> ▪ Three-Fourths Guarantee: Workers will be offered employment for a total number of work hours equal to at least three-fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any. ▪ Transportation and Subsistence: If the worker completes 50 percent of the work contract period, the employer will provide, reimburse, or advance payment for the worker's transportation and subsistence from the place of recruitment to the place of work. Upon completion of the work contract or where the worker is dismissed earlier, the employer will provide or pay for the worker's reasonable costs of return transportation and subsistence back home or to the place the worker originally departed to work, except where the worker will not return due to subsequent employment with another employer or where the employer has appropriately reported a worker's voluntary abandonment of employment. The amount of transportation payment or reimbursement will be equal to the most economical and reasonable common carrier for the distances involved. 		
2. Daily Transportation: Workers will be provided with daily transportation to and from the worksite in compliance with all applicable Federal and Commonwealth laws and regulations. *	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	
3. Overtime Available: Overtime hours will be available to the worker under this job offer and payable for every hour worked at the rate disclosed in this application. *	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	
4. On-the-Job Training Available: Workers will be provided with on-the-job training to perform the duties assigned. *	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	
5. Employer-Provided Tools and Equipment: Workers will be provided, without charge or deposit charge, all tools, supplies, and equipment required to perform the duties assigned. *	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	
6. Board, Lodging, or Other Facilities: Workers will be provided with board, lodging, or other facilities and/or the employer will assist workers in securing board, lodging, or other facilities. *	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	
7. Deductions from Pay: State all deduction(s) from pay and, if known, the amount(s). *		
CNMI Tax, Federal Tax, Medicare and Social Security		

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e. Recruitment Information

1. Explain how prospective U.S. applicants may be considered for employment under this job opportunity, including verifiable methods of contacting the employer, and the days and hours applicants can apply for the job. *

Please See Addendum

2. Telephone Number to Apply * +16702368202		3. Email Address to Apply * humanresources@dph.gov.mp
4. Website address (URL) to Apply * www.chcc.gov.mp		

F. Declaration of Employer and Attorney/Agent

In accordance with Federal regulations, the employer(s) must attest to abide by certain terms, assurances, and obligations as a condition for receiving a temporary labor certification from the U.S. Department of Labor. Applications that fail to attach Appendix C will not be certified by the Department.

1. Please confirm that you have read and agree to all the applicable terms, assurances, and obligations contained in Appendix C and have attached a signed and dated copy of Appendix C with this application. *	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Please confirm that the <u>employer-client</u> identified in Appendix A has read and agrees to all the applicable terms, assurances, and obligations contained in Appendix C and has attached a separate signed and dated copy of Appendix C with this application. *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

G. Preparer

Complete this section if the preparer of this application is a person other than the one identified in either Section C (employer point of contact) or Section D (attorney or agent) of this application.

1. Last (family) Name § Deleon Guerrero	2. First (given) Name § Vanessa	3. Middle Initial § B.
4. Law Firm/Business FEIN § 66-0774364	5. Law Firm/Business Name § Commonwealth Healthcare Corporation	
6. Law Firm/Business Email Address § vanessa.deleonguerrero@dph.gov.mp		

Public Burden Statement (1205-0534)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average 1 hour and 50 minutes to complete the form and its appendices, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and reviewing the collection of information. The burden estimate is as follows: 9142C - 45 minutes, Appendix A - 15 minutes, Appendix B - 20 minutes, Appendix C - 20 minutes, and recordkeeping - 10 minutes. The obligation to respond to this data collection is required to obtain/retain benefits (Northern Mariana Islands U.S. Workforce Act of 2018, 48 U.S.C. 1806 et seq.). Please send comments regarding this burden estimate or any other aspect of this information collection to the U.S. Department of Labor * Employment and Training Administration * Office of Foreign Labor Certification * 200 Constitution Ave., NW * Box PPII 12-200 * Washington, DC * 20210 or by email to ETA.OFLC.Forms@dol.gov. **Please do not send the completed application to this address.**

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ADDENDUM
Section E.b.12: Special Requirements

Any combination equivalent to an AA degree with emphasis on Anatomy, Physiology and Medical Terminology, Certified Medical Transcriptionist plus two (2) years experience as a Medical Transcriptionist. Must have an understanding of medical terminology, anatomy and physiology, grammar, and word processing software. Knowledge of medical transcription guidelines and practices. Ability to lead and train other medical transcriptionists. Ability to operate designated word processing, dictation and transcription equipment. Requires a high degree of organizational skill.

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ADDENDUM
ADDENDUM SECTION E.e.1: Recruitment Information

Job vacancy announcements are posted externally at the CNMI Department of Labor's (DOL) official website marianaslabor.net; and internally at the employer's official website www.chcc.gov.mp to individuals who are interested in applying for certain positions. Applicants are also encouraged to apply in-person, through CNMI DOL JVA website, employer's official website, telephone inquiries at (670) 236-8202/ 8205/ 8210/ 8729; 234-8950 ext. 3580; 3581; 3583 or at e-mail address humanresources@dph.gov.mp; 3RNet global website or job fairs in which the employer participates in (if any). The employer's Human Resources Office is open from Mondays through Fridays, 7:30 AM to 4:30 PM and CLOSED on weekends/holidays. Employment Application forms will be available 24/7 at the employer's hospital facilities Main Cashier Office (entrance/exit point for all).

