



DEPARTMENT OF HEALTH AND HUMAN SERVICES

INDIAN HEALTH SERVICE
NAVAJO REGION



THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT.

WE WILL NOT ACCEPT FAXED OR E-MAILED APPLICATIONS

Applications mailed using government postage or through an internal government mail system will not be considered.

VACANCY ANNOUNCEMENT
GA-08-094

OPENING DATE
09-30-2008

CLOSING DATE
10-21-2008

POSITION TITLE
Medical Records Technician (Coder)

LOCATION AND DUTY STATION
Gallup Indian Medical Center, Division of Administration & Management, Health Records Branch, PCC Outpatient Section
Gallup, NM

GRADE/SALARY
GS-675-07, \$36,822 - \$47,864 Per Annum
GS-675-06, \$33,135 - \$43,076 Per Annum
GS-675-05, \$29,726 - \$38,639 Per Annum

NUMBER OF VACANCIES:
Five (5) Vacancies (PI1784, PI1785, PI1786, PI1787, & PI1788)

APPOINTMENT
Permanent

WORK SCHEDULE
Full Time

AREA OF CONSIDERATION
NAIHS Wide

PROMOTIONAL POTENTIAL
Yes, to Grade GS-6/7

SUPERVISORY/MANAGERIAL
None

HOUSING
Private Housing Only

TRAVEL/MOVING EXPENSES
No Expenses Paid

DUTIES: The incumbent performs a variety of duties that directly impact on the accuracy, documentation, timeliness and reliability of medical record services. Work has considerable impact on the accreditation status of the Facility, quality of patient care, reliability of research data and the maximization of Third-Party reimbursement as well as clinical decision making. Abstracts information that most accurately describes each documented diagnosis, surgical procedures and special therapy. Reviews and analyzes all Patient Care Component (PCC) encounter forms for completeness for diagnoses/procedures, signatures, and other patient related information. Abstracts information from the medical record/ PCC form, superbill and chargetickets. Retrieves information from Resource Patient Management System (RPMS) to verify patient information, e.g., medications, laboratory, radiology or other ancillary services. Responsible for assigning and sequencing ICD-9CM, CPT including E/M, HCPCS codes, and applicable modifiers for medication, supplies and durable equipment. Determines the final diagnoses and procedures documented by provider. Utilizes automated record system, data entry, encoder software. Uses coding conventions, techniques, coding rules and regulations. Keeps abreast of all coding trends and changes. Provides education and updates to the medical staff, business office staff, and other health care providers on coding changes, rules, regulations and guidelines. Identifies inconsistencies among medical documentation and discuss with appropriate provider, e.g., legibility, diagnoses, procedures, medication and E/M code. Conducts quality control and improvement reviews by tracking and identifying misadventure of inadequate documentation, communication program software and hardware problems, and maintaining productivity logs. Responsible for performance improvement functions to ensure quality of services provided. The data entry requires extensive interaction with the PCC System using mnemonics for entering and editing data for outpatient visits such as diagnoses, procedures, treatments, exam measurements, laboratory tests, historical data, and immunizations which give the provider at the time of visit a view into present as well as historical treatment data through the health summary. Ensures confidentiality in accordance with the Privacy Act of 1974, Alcohol and Drug Abuse Patient Records, Freedom of Information Act, HIPAA and other pertinent Federal regulations. For the GS-5/6 grade levels, incumbent performs essentially the duties described above, however, incumbent receives closer supervision and more detailed instructions, and work is routinely checked for accuracy and overall quality. Performs other duties as assigned.

YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS:

EXPERIENCE AND EDUCATIONAL REQUIREMENTS

GS-07: Candidates must have 52 weeks of Specialized Experience equivalent to at least the GS-06 level to qualify for GS-07. There is no substitution of education for experience at the GS-07 level.

GS-06: Candidates must have 52 weeks of Specialized Experience equivalent to at least the GS-05 level to qualify for GS-06. There is no substitution of education for experience at the GS-06 level.

GS-05: Candidates must have 52 weeks of General Experience equivalent to at least the GS-04 level to qualify for GS-05; or, four years of education above high school.

SPECIALIZED EXPERIENCE is Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties. Examples of the type of experience, which will be credited, are: Extensive knowledge of coding conventions; extensive knowledge of classification systems and references; knowledge of health information management theory, principles, practices, techniques, concepts and policies to analyze medical records; knowledge of medico-legal aspects of health information management; knowledge of quantitative and qualitative processes; skilled in data collection; extensive knowledge of medical terminology and abbreviations; anatomy and physiology; major disease processes; pharmacology, etc.

GENERAL EXPERIENCE is experience progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

EDUCATION: Successfully completed education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite is creditable at grade GS-05. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. One year of full-time academic study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university; or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school.

As a general rule, education is not creditable above GS-05; however, graduate education may be credited in those few instances where the graduate education is directly related to the work of the position.

SELECTIVE PLACEMENT FACTOR: None.

POSITIVE EDUCATION REQUIRED: No

LICENSURE REQUIRE: No

TIME-IN-GRADE REQUIREMENTS: Candidates applying under the provisions of the Excepted Service Examining Plan may be appointed without regard to time-in-grade requirements. Candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of service at the GS-06 level to qualify at the GS-07 level; To qualify at the GS-06 level, candidates must have completed 52 weeks of service at the GS-05 level; To qualify at the GS-05 level, candidates must have completed 52 weeks of service at the GS-04 level.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

CONDITION OF EMPLOYMENT: Immunization Requirement - all persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position which requires regular work at a Service Unit.

Position requires a rotating shift(s) which includes evenings, weekends and/or holidays.

*****NOTE***** Refer to Operating Manual Qualification Standards Handbook or the IHS Excepted Service Qualification Standards, Series GS-675, for complete information. Substitution of education for experience will be made in accordance with those standards. For more information, contact your servicing Personnel Office. **IF YOU ARE SUBSTITUTING EDUCATION FOR EXPERIENCE, YOU ARE REQUIRED TO PROVIDE EVIDENCE OF THE EDUCATION BY PROVIDING OFFICIAL TRANSCRIPTS.**

WHO MAY APPLY

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Federal Service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan (ESEP). These candidates **MUST** indicate on their "Application for Federal Employment" whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan, or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service connected disability).

NOTE: Applications from current Federal service employees, claiming Indian Preference must indicate on their application if they wish to be considered under the Indian health Service Merit Promotion Plan, Excepted Service Examining Plan or BOTH. If not, they will be considered the IHS Merit Promotion Plan only.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees:
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a special RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates retirement in lieu of RIF"; or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area. **OR**
 - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified **by achieving a score of 80 on a rating scale of 70 to 100** for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities which are related to this position. To receive full credit for your qualifications provide a narrative statement which fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. Knowledge of legal requirements for medical records.
2. Knowledge of medical terminology.
3. Ability to meet and deal with a variety of individuals.
4. Ability to maintain security of confidential materials.
5. Ability to organize and keep records, manuals and files.
6. Ability to communicate orally.
7. Ability to work independently.

HOW AND WHERE TO APPLY: All applicants must submit **one** of the following to the Gallup Indian Medical Center, Human Resources Branch, 217 Marguerite Street, P. O. Box 1337, Gallup, NM 87305, by 4:30 p.m., on the closing date: October 21, 2008. For more information contact Susie Tom at (505) 722-1412.

1. OF-612, Optional Application for Federal Employment; or
SF-171, Application for Federal Employment, or
Resume*; or
Any other written application format*;
2. OF-306, Declaration for Federal Employment and IHS Child Care Addendum (This is a coved position under Public Law 101-630, "Indian Child Protection and Family Violence Prevention Act.); must be completed and submitted with **original** signatures to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding "yes" to any one of these two questions on the ADDENDUM can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work, or you may be fined or jailed.**
3. A copy of an official BIA Form 4432, Bureau of Indian Affairs Preference Certificate, BIA Form 4432, signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but must state documentation is contained in their Official Personnel Folder.
4. DD-214, Veterans' Preference Certification, if claiming Veterans' preference. In addition, if claiming 10-point preference, submit SF-15 to show proof of 10-pt preference. *Veterans' Preference is not applicable to current HHS permanent employees, federal employees with competitive status, or Reinstatement eligible;*
5. Copy of the latest SF-50, Notification of Personnel Action, if current or a prior federal employee;
6. Latest Performance Appraisal, if a *current* federal employee;
7. An Official College Transcript, to show proof of undergraduate or graduate education.
8. Supplemental Questionnaire (KSA) – failure to submit this narrative may adversely affect your ranking for this position.

***INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #6 (HIGH SCHOOL), #7 (COLLEGES AND UNIVERSITIES), AND #8 (WORK EXPERIENCE)

WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, mailing address (with zip code), day and evening phone numbers (with area codes).
3. Social Security Number.
4. Country of Citizenship.
5. Highest Federal civilian grade held (give series and dates held; attach SF-50, if applicable).
6. High School: Name, City, State (zip code if known) and date of diploma or GED.
7. Colleges and Universities: Name, City, State (Zip code if known), majors, type and year of any degrees received (if no degree, show total semester or quarter hours earned); attach official transcript.
8. Work experience (Paid and Non-Paid); Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours per week, and salary.
9. Indicate if we may contact your current supervisor.
10. Job related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments, etc.

NOTE: THIS OFFICE WILL NOT SOLICIT FOR ADDITIONAL INFORMATION: Persons who submit incomplete application will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience. This office will not solicit additional information.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

VETERANS: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days from the date the certificate was issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. Other than this, the IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATION: If you are male born after 12-31-59, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

HUMAN RESOURCES CLEARANCE/ DATE: /s/ *Susie Tom* September 29, 2008

EACH APPLICATION FORM AND DOCUMENT MUST BE INDIVIDUALLY IDENTIFIED BY THIS VACANCY ANNOUNCEMENT NUMBER **GA-08-094** ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORM MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUEST FOR XEROX COPIES. THE APPLICATION AND ATTACHMENTS BECOME THE PROPERTY OF THIS HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED.

SUPPLEMENTAL QUALIFICATION STATEMENT
MEDICAL RECORD TECHNICIAN (CODER), GS-675-05/06/07

1. **KNOWLEDGE OF LEGAL REQUIREMENTS FOR MEDICAL RECORDS.** This includes the knowledge of legal requirements pertaining to medical records including State, Federal, and Tribal regulations and guidelines, Privacy Act, HIPAA, alcohol and drug abuse by which the IHS are required to conduct medical records business and direction. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

2. **KNOWLEDGE OF MEDICAL TERMINOLOGY.** The person in this position must have knowledge of medical terminology, disease processes, and anatomy and physiology as it relates to medical records functions and activities, i.e., releases of medical information, completion of birth and death certificates. Incumbent should also have a thorough and current knowledge of ICD-9 coding and operative procedural codes (CPT4) in order to interpret and apply them. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

3. **ABILITY TO MEET AND DEAL WITH A VARIETY OF INDIVIDUALS OR GROUPS.** The person in this position must have the ability to establish and maintain positive interpersonal relations by exercising tact, diplomacy, patient and mature judgment with a wide variety of individuals including superiors, peers and subordinates within the organization, and with individuals outside the organization with whom the individual must deal, also, includes patients, law enforcement officers, attorneys, etc. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

4. **ABILITY TO MAINTAIN SECURITY OF CONFIDENTIAL MATERIALS.** The person in this position will be required to handle highly confidential and sensitive patient information, data and materials of medical records. As such, usage of privacy Act of 1974 and imparting administrative information in confidence is required to maintain a credible program. What in your background do you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

5. **ABILITY TO ORGANIZE AND KEEP RECORDS, MANUALS AND FILES.** This is the ability to maintain and assemble medical records, files, correspondence, indices, manuals, etc., into an efficient and readily available system of records. What in your background would indicate that you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

6. **ABILITY TO COMMUNICATE ORALLY.** The person in this position should have the ability to express oneself effectively to a variety of individuals to provide or obtain information clearly. What in your background would indicate that you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

7. **ABILITY TO WORK INDEPENDENTLY.** This is the ability to work independently, anticipate workload demand to complete assignments under pressure of time, changing conditions/priorities or short deadlines. What in your background do you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

CERTIFICATION

I CERTIFY that all of the statements made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature of Applicant

Date