

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Phoenix Area Indian Health Service

Office of Human Resources, Two Renaissance Square

40 North Central Avenue, Suite 510, Phoenix, AZ 85004-4424

Preference in filling vacancies is given to qualified Native American Indian Candidates or Alaska Natives in accordance with the INDIAN PREFERENCE ACT, TITLE 25, US CODE, SECTION 472 & 473. In order than the above, the Indian Health Service is an Equal Opportunity Employer.

ANNOUNCEMENT NUMBER: SWR-08-0468	OPENING DATE: 09/30/2008	CLOSING DATE: 10/21/2008
--	------------------------------------	------------------------------------

POSITION TITLE/SERIES/GRADE: Medical Records Technician (OA/Certified Coder), GS-0675-06/07
STARTING SALARY: GS-06, \$33,135 per annum
GS-07, \$36,822 per annum
PROMOTION POTENTIAL: GS-07
SUPERVISORY/MANAGERIAL: No
RELOCATION EXPENSES: No
APPOINTMENT: (1) Permanent Full-Time
AREA OF CONSIDERATION: IHS Wide
DUTY LOCATIONS: Hopi Health Care Center, Polacca, AZ

JOB DESCRIPTION: Position is located in the Health Information Management Department at the Hopi Health Care Center. The incumbent serves as a medical coder performing: the full range of coding, assigning ICD-9, CPT-4, and HCPCS codes; abstracting from the record; chart analysis; peer review; and serving as a technical expert providing advisory functions to the service units for the medical record, including Electronic Health Record (EHR) visits and full coding accountability. Performs other duties as assigned to support the Health Information Management services at the Hopi Health Care Center.

WHO MAY APPLY: Excepted Service and Merit Promotion Eligibles. U.S. citizenship is required.

- Excepted Service Examining Plan Candidates (ESEP) – Individuals entitled to Indian Preference who wish to be considered for excepted appointment in IHS, under authority of 5 CFR, Part 213, Schedule A 213.3116(B)(8).
- Merit Promotion Plan Candidates (MPP) – Current permanent competitive Federal status employees, reinstatement eligible, and current IHS Indian Preference individuals and/or individuals who are eligible for excepted appointment in IHS under some other authority (e.g., handicapped authority, etc).
- Veteran’s Preference - Preference eligible veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

Indian Preference applicants must indicate on their applications whether they are applying under the MPP, ESEP, or both. If not indicated, they will be considered under the MPP.

Qualified disabled applicants (Rehabilitation Act of 1973) and disabled veterans with 30% or more disability are encouraged to apply. Reasonable accommodations will be made for qualified applicants with disabilities, except when doing so would impose undue hardship on the Indian Health Service.

CONDITIONS OF EMPLOYMENT:

1. Selectee(s) are required to be immunized against Measles and Rubella and provide documentation prior to or at the time of their start date. Special consideration may be allowed to individuals who are allergic to a component of the vaccine or are currently pregnant. Selectee must have documented immunity to Rubella and Measles.
2. Selectee(s) are required to complete Security questionnaire and fingerprint chart for investigative purposes under PL 101-630 Indian Child Protection and Family Violence Prevention Act. Persons, who have been arrested for or charged with a crime involving a child, or violent crime against a person, are not eligible for employment with IHS under PL 101-630.
3. Selectee(s) are required to complete a “Declaration of Federal Employment – Optional Form 306” to determine your suitability for Federal Employment, and to certify the accuracy of all the information in your application. Persons making false statements in any part of the application may not be hired; or fired after employment starts; or may be fined.
4. Males born after December 31, 1959 are required to be registered with the Selective Service System in order to be eligible for employment with the Federal Government.
5. Selectee(s) are required to have a viable bank account at a financial institution for electronic direct deposit of salary payment.
6. Some service units operate under extended service hours 7 days per week.
7. The incumbent may be required to travel and must possess a valid driver’s license.

QUALIFICATION REQUIREMENTS:

SELECTIVE PLACEMENT FACTOR: The following selective placement factors have been determined to be essential for this position. In order to be minimally qualified applicants must provide evidence that they possess the required experience.

- **Advance knowledge of ICD-9, CPT-4, HCPCS, regarding diagnostic and procedural sequencing.**
Registration by the American Health Information Management Association (AHIMA) and/or certification by the American Academy of Professional Coders (AAPC) as a Certified Coding Specialist or a Certified Professional Coder demonstrates proficiency in these necessary skills – provide a copy of your registration and/or certification. For more information regarding AHIMA certification please visit: www.ahima.org/certification. For more information regarding AAPC certification please visit: www.aapc.com/certification/index.aspx.

ADDITIONAL REQUIREMENTS FOR ALL APPLICANTS:

In addition to meeting the “Selective Placement Factor” listed above, applicants must have related specialized experience in the amounts shown below.

Grade	SPECIALIZED EXPERIENCE (See Note below).	OR	EDUCATION/TRAINING (See Note below - provide copy of transcripts).
GS-06:	1-year specialized experience equivalent to GS-05.		Generally, education is not creditable above GS-5 for most positions; however, graduate education may be credited in those instances where it is directly related to the work of the position.
GS-07:	1-year specialized experience equivalent to GS-06.		
Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable. See “Proficiency Requirement” described below.			

Education: Eligible education must have been obtained in an accredited business or technical school, junior college, college, or university for which high school graduation or the equivalent is the normal prerequisite.

Specialized Experience: Experience that equipped the applicant with the particular KSAs to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to the next lower grade level.

NOTE: Examples of specialized experience may include – assigns the appropriate ICD-9 codes for all diagnoses and surgical procedures as required and documented by the provider; abstracts data from the medical record to ensure all appropriate diagnoses are coded and sequenced correctly; provides analysis of documentation and coding issues regarding any areas of concern for the health record; works with and provides technical assistance for automated systems including: electronic health record, encoding software, and other related software.

Proficiency Requirement: In addition to meeting experience and/or education requirements, applicants must show possession of ability to type 40 words per minute, based on a five minute sample with three or fewer errors. Applicants may meet this requirement by passing the appropriate performance test and presenting a certificate of proficiency from a school or other organization authorized to issue such a certificate, certificate of proficiency are acceptable for 3 years from the date of issuance; or complete the attached Self-Certification Statement Performance test results (form attached).

TIME IN GRADE: Candidates must have completed at least one year of service in a position no more than one grade lower than the position to be filled. (If selected under the Excepted Service Examining Plan, such individuals may be appointed under Schedule A authority without regard to Time-In-Grade requirements.)

LEGAL AND REGULATORY REQUIRMENTS: Candidates must meet time-after competitive appointment, time-in-grade, and qualification requirements within 30 calendar days after the closing date of the vacancy announcement.

METHODS OF EVALUATION: Evaluation is made on the basis of appropriate education, experience, performance appraisals, training, self-development, outside activities and special awards. Experience related to tribal involvement and to Indian community projects will also be evaluated. Applicants will also be evaluated on the following ranking factors, i.e., Knowledge, Skills, and Abilities (KSA’s).

SUPPLEMENTAL QUESTIONNAIRE on KNOWLEDGE, SKILLS, AND ABILITIES (KSA): On a separate sheet of paper, discuss how you performed (or have potential to develop) the particular knowledge, skill, or abilities listed below. (Failure to submit written responses as part of your application may result in an ineligible rating.)

KSA's for Medical Records Technician (OA), GS-0675-06/07:

1. Knowledge of a comprehensive body of rules, procedures, and operations associated with health information management.
2. Knowledge of legal regulations and requirements pertaining to medical confidentiality, specifically the Privacy Act of 1974 and HIPPA regulations.
3. Ability to perform qualitative and quantitative review, analysis and technical evaluation of medical records.
4. Knowledge of automated systems such as electronic health record and encoding software programs (e.g. RPMS, PCC, ADT).

HOW TO APPLY/REQUIRED FORMS (Incomplete applications will NOT be considered):

1. Applicants may use one of the following to apply: (1) OF-612 Optional Application for Federal Employment, **or** (2) Resume (see requirements in **Attachment A**).
2. If claiming Indian Preference, BIA 4432 "Verification of Indian Preference for Employment in BIA and IHS".
3. If claiming Veteran's Preference, copy of DD-214 Form, and SF-15 if claiming 10 point Veteran's Preference.
4. Copy of latest Personnel Action (SF-50), if a current or former employee, and/or if requesting Reinstatement Eligibility.
5. Copy of official college transcripts.
6. Copy of typing certificate or completed Self-Certification Statement (see attached).
7. Response to the Selective Placement Factor: copy of Certified Coding Specialist or Certified Professional Coder.
8. Completed PL 101-630 Questionnaire (Child Care Form - form attached).
9. Completed Selective Service Registration Form (form attached).
10. Written Responses to the Knowledge, Skills, and Abilities (KSA) **OPTIONAL** ~ failure to submit may result in an ineligible rating or substantially lower score.

Application and required forms must be identified by this announcement number and submitted to the address below:

ATTN: SWR-08-0468
Office of Human Resources
Phoenix Area Indian Health Service
Two Renaissance Square
40 North Central Avenue, Suite 510
Phoenix, AZ 85004

Phone: (602) 364-5219
Fax: (602) 364-5176

All submitted materials are subject to retention by this office. Your application must be received by 12:00 AM (midnight) the day the vacancy closes. Facsimile is acceptable. You should duplicate and retain copies, since requests for copies will not be honored. Additional information regarding Federal job opening can be obtained at www.opm.gov, or at USAJOBS www.usajobs.opm.gov or check the IHS Website at www.ihs.gov. All documents are subject to the provision of the Privacy Act (PL 93-579) and become the property of Department of Health and Human Services (DHHS).

Additional selections of candidates may be possible within 90 days from the date the certificate of eligible is issued for this announcement, for filing additional or similar positions.

This position is in a Smoke-Free Environment

Human Resource Specialist: (Call 602-364-5219 to contact a Human Resources Specialist.) Date: 18/28/2008

ATTACHMENT A

Resume Requirements - Your resume or other application format must contain the following information to allow for qualification determination.

- Identify your application/resume by the announcement number, title and grade(s)
- Full Name (first, middle, last ~ include other names used, i.e., maiden name)
- Mailing Address
- Phone Number where you can be reached
- Email Address (if applicable)
- Social Security Number
- Country of citizenship
- Education: list high school and colleges attended, type of degree (list major) received, date of degrees conferred, and city and state of school.
- Work Experience: (include non-paid work as well as paid)
 - Job Title (if Federal employment, indicate series and grade)
 - Duties and Accomplishments
 - Employer's name and Address
 - Employer's name and phone number
 - Starting and ending dates of employment (month/year)
 - Hours of work per week
 - Salary
 - Indicate if you do not want us to contact your current supervisor
(if not specified, it will be assumed that we may do so)
- List job related training (title, year obtained, hours of training)
- Honors or awards received
- License or certificates obtained (submit with application)
- Special accomplishments (i.e., publications, memberships, leadership and community recognition, etc)

Indicate if you do not want your current supervisor contacted for reference purposes.

ATTACHMENT B

1. You may be eligible for special selection priority consideration under the Career Transition Assistant Program (CTAP) if you are a current career or career-conditional (tenure group I or II) employee of the DHHS Agency at the GS-15 grade level or below or equivalent, and who has received a specific RIF separation notice or a Certificate of Expected Separation indication your job is surplus, or notice of removal for declining a directed reassignment or transfer of function outside the local commuting area. To qualify for special selection priority consideration under CTAP you **MUST** also meet the criteria shown in paragraph 3 below.
2. You may be eligible for special selection priority consideration under the Interagency Career Transition Assistance Program (ICTAP) if you are a current or former career-conditional (tenure group I or II) employee of any agency in the competitive service at the GS-15 grade level or below or equivalent, who has received a specific RIF separation notice or a notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area. You may also be eligible if you were separated because of a compensable injury and your compensation has been terminated; or you retired with a disability and your disability annuity has been or is being terminated; or you were in receipt of a RIF separation notice and retired on the effective date of the RIF or under discontinued service; or you are a former Military Reserve Technician or National Guard Technician who is receiving a special disability retirement annuity from OPM. To qualify for special selection priority consideration under ICTAP you **MUST** also meet the criteria shown in paragraph 3 below.
3. To qualify for special selection priority consideration under CTAP or ICTAP for this vacancy, you **MUST** also meet **ALL** of the following:
 - (a) Have a current or last performance rating of record of at least fully successful or equivalent. A copy **MUST** be submitted with your application package. (Note: this requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
 - (b) Be applying for a position at or below the grade level from which you will be, or have been separated, and which does not have a greater promotion potential than the position from which you will be, or have been separated.
 - (c) Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
 - (d) File your application by the vacancy announcement closing date and meet all the applicable criteria. Your application **MUST** include **ALL** documents that support your claim of eligibility for priority consideration – RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area; SF-50 Notification of Personnel Action, showing that they were separated as a result of RIF, or declining a transfer of function or directed reassignment to another area; official certification from an agency stating that it cannot place an individual whose injury compensation has been or is being terminated; or official notification from the Military Department or National Guard Bureau that the employee has retired under 5 USC 8337(h) Or 8456.
 - (e) Be rated “well qualified” for this position. A numerical rating of 85 is considered to be well qualified for this position.

APPLICANT'S STATEMENT OF SELECTIVE SERVICE REGISTRATION STATUS

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law {5 U.S.C. 3328} requires that you must be registered with the Selective Service law, unless you meet certain exemptions under Selective Service law. If you are required to register but knowingly and willfully fail to do so, you are ineligible for employment by executive agencies of the Federal Government.

CERTIFICATION OF REGISTRATION STATUS

Check one:

- I certify I am registered with the Selective Service System.
- I certify I have been determined by the Selective Service to be exempt from the registration provisions of Selective Service law.
- I certify I have not registered with the Selective Service System.
- I certify I have not reached my 18th birthday and understand I am required by law to register at that time.

NON-REGISTRANTS UNDER AGE 26

If you are under age 26 and have not registered as required, you should register promptly at a United States Post Office or consular office if you are outside the United States.

NON-REGISTRANTS AGE 26 OR OVER

If you were born in 1960 or later, are 26 years of age or older, and were required to register but did not do so, you can no longer register under Selective Service law. According, you are not eligible for appointment to an executive agency unless you can prove to the Office of Personnel Management (OPM) that your failure to register was neither knowing nor willful. You may request an OPM decision through the agency that was considering you for employment by returning this statement with your written request for an OPM determination together with an explanation and documentation you wish to furnish to prove that your failure to register was neither knowing nor willful.

PRIVACY ACT STATEMENT

Because information on your registration status is essential for determining whether you are in compliance with 5 U.S.C. 3328, failure to provide the information requested by this statement will prevent any further consideration of your application for appointment. This information is subject to verification with the Selective Service System and may be furnished to other Federal agencies for law enforcement or other authorized use in implementing this law.

FALSE STATEMENT NOTIFICATION

A false statement may be grounds for not hiring you, or for firing you if you have already begun work. Also, you may be punished by fine or imprisonment (Section 1001 of title 18, United States Code).

Legal signature of individual {please use ink}

Date signed {please use ink}

PHOENIX AREA OFFICE
PERSONNEL MANAGEMENT BRANCH
Self-Certification Statement
Medical Records Technician (OA/Coder), SWR-08-0468

All clerical (typing, office automation, and stenography) positions filled by the Phoenix Area Office, Indian Health Service, require applicants to possess full capability to perform typing and/or stenography tasks. If you have the abilities listed below, please sign and date the self-certification statement and submit it along with your application.

To be eligible for Clerk-Typist, Office Automation or Secretary (Typing) or Secretary (Office Automation) positions, you must be able to:

1. Type 40 words per minute; words per minute are based on a five minute sample with three or fewer errors.
2. Properly lay out and space correspondence and other documents of similar complexity.
3. Identify basic grammatical errors and correct spelling and punctuation.

I hereby certify that I meet the requirements set forth in this self-certification statement for:

Typing _____ words per minute
(Insert numerical value)

Note: A certification statement must be signed and dated for each specific Vacancy Announcement. A falsification of this statement may be used as grounds for not employing you, or for dismissal.

Signature: _____

Date: _____

