

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Phoenix Indian Medical Center, Office of Human Resources
1616 East Indian School Road, Suite 360, Phoenix, AZ 85016

SELECTIVE PLACEMENT FACTOR

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-08-0466

OPENING DATE:
10/01/2008

CLOSING DATE:
10/15/2008

POSITION TITLE/SERIES/GRADE: Medical Records Technician (OA), GS-0675-6/7/8

STARTING SALARY: GS-06: \$33,591 - \$43,670 per annum
GS-07: \$37,330 - \$48,524 per annum
GS-08: \$41,341 - \$53,743 per annum

PROMOTION POTENTIAL: Yes, to the GS-08

SUPERVISORY/MANAGERIAL: No

RELOCATION EXPENSES: Expenses will not be paid. (Relocation expenses will not be paid. Employees who wish to relocate to Phoenix for their own benefit may apply. If there are no Indian preference eligible candidates within the commuting area and an Indian preference candidate is selected from outside the commuting area, relocation costs will be paid.)

NO. OF POSITIONS/APPOINTMENT: One Permanent Full-time

AREA OF CONSIDERATION: Indian Health Service Wide

DUTY LOCATIONS: Phoenix Indian Medical Center, Patient Financial Services (Billing)

JOB DESCRIPTION: 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. The incumbent performs highly technical and specialized functions for an outpatient and inpatient medical records. The incumbent is responsible for the accuracy, appropriate and timely coding and overall completion of the health record.

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.

QUALIFICATION REQUIREMENTS FOR GS-06/07:

GS-6/7: 1-year of specialized experience equivalent to the next lower grade. For *education see note below.

Specialized Experience for GS-6/7: Qualifying examples of specialized experience includes analyzing medical records, performing quality assurance, compiling statistical data, and release of medical information; coding diagnostic and operative/procedural information; collecting and organizing data for statistical reports and audits; and computerized data entry and retrieval systems.

QUALIFICATION REQUIREMENTS FOR GS-08:

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.

- **Knowledge and skill in assigning and sequencing ICD-9-CM/CPT/HCPCS codes to medical data and procedures.** Demonstrated proficiency in this necessary skill is evidence by certification by the American Health Information Management Association (AHIMA) as a Registered Health Information Administrator (RHIA), Registered Health Information Technician (RHIT), Certified Coding Specialist (CCS), Certified Coding Specialist-Physician Based (CCS-P), or Certified Coding Associate (CCA) and/or the American Academy of Professional Coders (AAPC) as a Certified Professional Coder (CPC). **You must provide a copy of your certification.**

For more information regarding AHIMA certifications please visit: www.ahima.org/certification. For more information regarding AAPC certification please visit: www.aapc.com/certification/index.aspx.

ADDITIONAL REQUIREMENTS:

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

GS-08: 1-year of specialized experience equivalent to GS-07. For *education see note below.

Specialized Experience for GS-08: Qualifying examples of specialized experience include setting up special registries; compile and complete various special and recurring reports; code highly technical and complicated medical records that are difficult to classify; serve as a resource for coding and abstracting problems; and conduct chart reviews and coding audits to ensure accuracy.

***Education Note for All Grades:** 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. 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. Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

Proficiency Requirement for All Grades: 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 .

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.)

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, GS-0675-6/7/8:

1. Knowledge of the ICD-9-CM Official Coding Conventions and Guidelines established by the AMA and approved by the Cooperating Parties.
2. Ability to assign correct and appropriate ICD-9-CM, CPT and HCPCS codes corresponding with documented patient information.
3. Knowledge of legal regulations and requirements pertaining to medical confidentiality, specifically the Privacy Act of 1974 and HIPPA regulations.
4. Ability to perform qualitative and quantitative review, analysis and technical evaluation of medical records.
5. Knowledge of automated systems such as electronic health record and encoding software programs (e.g. RPMS, PCC, ADT).
6. Knowledge of a comprehensive body of rules, procedures, and operations associated with health information management.

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 the most recent performance appraisal, if a current Federal employee.
6. Copies of college transcripts. Education will not be given credit without them. To claim credit or if you are substituting education for experience, you are required to provide evidence of the education by providing a copy of your official transcripts. No credit will be given without your transcripts.
7. For GS-8 only, written response to the Selective Placement Factor (SPF). In order to be considered you are required to provide a written narrative for each SPF. See contents of Vacancy Announcement.
8. Addendum to Declaration for Federal Employment (OF 306) form (Child Care & Indian Child Care Worker Positions - PL 101-630 Questionnaire - **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).
11. Copy of typing certificate or completed Self-Certification Statement – (**form attached**)
12. Commissioned Corps Officer: (1) Curriculum Vitae, (2) Medical License, (3) Addendum to Declaration for Federal Employment (OF 306) form (Child Care & Indian Child Care Worker Positions - PL 101-630 Questionnaire - **form attached**, (4) Latest COER, (5) Current Billet Description, and (6) BIA FORM 4432, if claiming Indian Preference.

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

ATTN: SWR-08-0466

Office of Human Resources

Phoenix Indian Medical Center

1616 E. Indian School Road, Suite 360

Phoenix, AZ 85016

Phone: (602) 248-4180

Fax: (602) 248-4182

All submitted materials are subject to retention by this office. 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.

Human Resource Specialist: (Call 602-248-4180 to contact a Human Resources Specialist.) Date: 03/19/08

IHS operates Smoke Free facilities.

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}

Addendum to Declaration for Federal Employment (OF 306)
Indian Health Service
Child Care & Indian Child Care Worker Positions

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Item 15a. Agency Specific Questions

Name: _____ Social Security Number: _____
(Please print)

Job Title of Announcement: MEDICAL RECORDS TECHNICIAN (OA) **Announcement Number:** SWR-08-0466

Section 231 of the Crime Control Act of 1990, Public Law 101-647, requires that employment applications for Federal Child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, requires a criminal record check for positions in the Department of Health and Human Services that involve regular contact with or control over Indian Children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere to violent crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment.

- 1) Have you ever been arrested for or charged with a crime involving a child? YES _____ NO _____

[If YES, provide date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or current court involved.]

- 2) Have you ever been found guilty of, or entered in a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or Tribal law involving crimes of violence, sexual assault, molestation, contact or prostitution, or crimes against persons? YES _____ NO _____

[If YES, provide date, explanation of the violence, description of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

Applicant's Signature (sign in ink)

Date

<p>Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. Please do not send completed data collection instruments to this address.</p>
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STATEMENT OF PROFICIENCY IN TYPING

The following statement of proficiency in typing will be accepted in lieu of a certificate of proficiency issued by an educational institution or other approved organization.

Applicant should refer to the examination announcement for alternative ways of meeting the qualification requirement for typing.

_____ I certify that I can type 40 words per minute or more.
(*Words per minute are based on a 5 minute sample with 3 or fewer errors.*)

_____ Properly lay out and space correspondence and other documents of similar complexity.

_____ identify basic grammatical errors and correct spelling and punctuation.

NOTE: A certification statement must be signed and dated for each specific vacancy announcement.

I understand that my inability to perform as certified may constitute for termination of employment or removal from the appropriate Civil Service Register.

Signature

Date