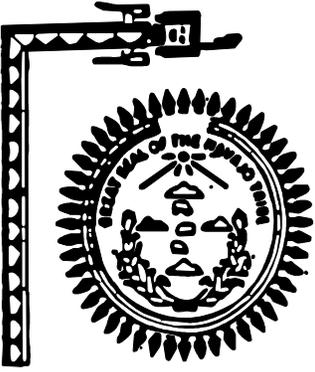


DEPARTMENT OF HEALTH AND HUMAN SERVICES

**NAVAJO AREA
INDIAN HEALTH SERVICE**



VACANCY ANNOUNCEMENT

CH-08-121

OPENING DATE

October 1, 2008

CLOSING DATE

October 15, 2008

POSITION

LEAD MEDICAL RECORDS TECHNICIAN

LOCATION AND DUTY STATION

PHS INDIAN HOSPITAL, PCC/MEDICAL RECORDS
DEPARTMENT, CHINLE, ARIZONA

GRADE/SALARY

GS-0675-07, \$36,822 PER ANNUM;
GS-0675-08, \$40,779 PER ANNUM

NUMBER OF VACANCIES

ONE VACANCY (PI1742)

APPOINTMENT

- PERMANENT
- TEMPORARY
- NTE: _____

WORK SCHEDULE

- FULL-TIME
- PART TIME
- INTERMITTENT

AREA OF CONSIDERATION

- COMMUTING AREA
- NAVAJO AREA WIDE
- IHS WIDE
- DHHS WIDE

“Incumbent will lead the evening shift staff. Incumbent may be required to work days, rotating shifts, weekends, and/or holidays”

SUPERVISORY/MANAGERIAL

- YES, MAY REQUIRE ONE YEAR PROBATION
- NO

PROMOTIONAL POTENTIAL

- YES, TO GRADE: 08
- NO KNOWN POTENTIAL

HOUSING

- YES, GOVERNMENT HOUSING AVAILABLE
- PRIVATE HOUSING ONLY

TRAVEL/MOVING

- MAYBE PAID FOR ELIGIBLE EMPLOYEES
- NO EXPENSES PAID

DUTIES: Incumbent serves as a work leader for two Medical Records Technician (PCC) and three Data Transcribers position, during the evening shift; ensuring work assignments are accomplished within the PCC Outpatient Section. Incumbent distributes and balances the workload among employees in accordance with established workflow. Keeps in touch with the status and progress of work, and makes day-to-day adjustments in accordance with established priorities, obtaining assistance from the supervisor on problems that may arise. Prepares reports on expected time of completion of work, maintains records of work accomplishments and time expended and prepares reports as requested. Prepares reports on expected time of completion or work. Instructs employees' in specific tasks and job techniques. Maintains a current knowledge and answer questions of other employees on procedures, policies, directives, etc. Checks on work in progress or spots check work not requiring review. Amends or rejects work not meeting established standards. Approve leave for a few hours or for emergencies. Participates and collaborates with the supervisor in the performance evaluation of team members. Works closely with the Business Office staff in monitoring coding deficiencies and/or documentation. Incumbent abstracts all necessary 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. Is responsible for assigning and sequencing the following coding applications: ICD-9-CM for diagnostic and procedures; CPT for all procedures that includes Evaluation and Management codes, HCPC codes, and applicable modifier(s) for medication, supplies and durable equipment. Determines the final diagnoses and procedures documented by provider. 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 or discrepancies among medical documentation. Conducts quality control and improvement reviews. 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. Performs other duties as assigned.

THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT



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

POSITIVE EDUCATION REQUIRED: NO

LICENSURE REQUIRED: NO

BASIC REQUIREMENTS: Candidates must have 52 weeks of specialized experience equivalent to the GS-06 grade level to qualify for the GS-07 level. Candidates must have 52 weeks of specialized experience equivalent to the GS-07 grade level to qualify for the GS-08 level.

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities 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 at least equivalent to the next lower grade level. Examples of the type of experience that will be credited are: independently carrying out assignments and resolving problems using established policies in the medical record program and PCC. This experience would have to include such things as: leadership ability, familiarity of the ICD-9/CPT/HCPCS codes, reviews, analyzes, abstracts, and compile or extract medical records data.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: Generally, not applicable. As a General rule, education is not creditable above GS-5 for most positions covered by this standard; 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

TIME-IN-GRADE REQUIREMENTS: Candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of specialized experience equivalent to the GS-06 grade level to qualify for the GS-07 level; and/or must have completed 52 weeks of specialized experience equivalent to the GS-07 grade level to qualify for the GS-08 level.

CONDITIONS OF EMPLOYMENT: Immunization requirements- All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunization 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 that requires regular work at a Service Unit.

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.

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.

NOTE: Refer to OPM Handbook Qualification Standards, Series GS-0675 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information contact your Servicing Personnel Office. **IN ORDER TO OBTAIN EDUCATIONAL CREDIT, YOU ARE REQUIRED TO PROVIDE COLLEGE TRANSCRIPTS BY THE CLOSING DATE OF THIS ANNOUNCEMENT.**

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 Excepted Service who are entitled to Indian Preference.

Status applicants may apply for a position under both the MPP and non-status application procedures. In this case, they must file two applications for dual consideration.

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 provisions of the Indian Health Service Examining Plan. These candidates MUST indicate on their resume or, application, whether their resume or 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).

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 employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies 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 community area.
 - OR
 - B. Former Military Reserve or National Guard Technician 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 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 for the position by achieving a score of 80 on a rating scale of 70 to 100 including documented selective factors, quality ranking factor, 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 Appraisal, Training, Letters of Commendation, Self-Development, Awards and Outside Activities that are related to the position. To receive full credit for your qualifications, provide a narrative statement that 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 accomplishment and degree of responsibility.

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

1. **ABILITY TO LEAD THE WORK OF OTHERS AND PROVIDE TECHNICAL DIRECTION OF VARIOUS PCC FUNCTIONS**
2. **KNOWLEDGE OF ADVANCED MEDICAL TERMINOLOGY AND CLASSIFICATION SYSTEMS TO CODE DIAGNOSTIC AND OPERATIVE/PROCEDURAL INFORMATION**
3. **KNOWLEDGE OF ESTABLISHED MEDICAL RECORD/BILLING CONCEPTS, PRINCIPLES AND PROCEDURES**
4. **ABILITY TO REVIEW, ANALYZE AND RESOLVE PROBLEMS BY RESEARCHING INFORMATION FOLLOWING RULES AND REGULATIONS RELATED TO MEDICAL RECORDS AND BILLING REQUIREMENTS**

(SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS).

NOTE: Form OF-306 "Declaration for Federal Employment" and Addendum to OF-306, BOTH forms must be completed and submitted with original signature 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 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.*****

“DESIGNATION OF CHILD CARE POSITION UNDER PL 101-630 AND PL 101-647”

HOW & WHERE TO APPLY: All applicants, except Commissioned Officers, must submit one of the following to the PHS Indian Hospital, Human Resource Office, PO Drawer PH, Chinle, Arizona 86503, **BY CLOSE OF BUSINESS (5:00 P.M.) ON THE CLOSING DATE:**

1. OF-612, Optional Application for Federal Employment; OR
2. **Resume; or OR
3. **Any other written application format; PLUS Official Transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

A copy of an Official 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 that such documentation is contained in their Official Personnel Folder.

****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 #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (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) and Day and Evening Phone Numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veteran's Preference Certificate – DD-214, indicating Discharge and/or SF-15 – if claiming 10-points. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles;
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior employee;
7. Highest Federal civilian grade held (give series and dates held);
8. High school – Name, City, State (zip code if known), and date of Diploma or GED;
9. Colleges and Universities – Name, City, State (zip code if known), Majors, Type and Year of any Degrees received (if no Degree shows Total semester or Quarter Hours earned). (Attach Transcripts);
10. 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/week, and salary.
11. Indicate if we may contact your current Supervisor.
12. Job-related Training courses, Skills, Certificates, Registrations and Licenses (current only), Honors, Awards, Special Accomplishments.

NOTE: Applicants who do not submit the information requested above will be given credit only for the information they provide and may not, therefore, receive full credit for their Veteran's Preference determination, Education, Training and/or Experience.

THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION. WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELCTRONIC RESUMES.

FOR MORE INFORMATION CONTACT: Arlene Big, Human Resource Specialist at (928) 674-7034 or Arlene.Big@ihs.gov

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days of the date of the certificate 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. In other than the above, the IHS is an Equal Opportunity Employer.

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

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, 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

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER CH-08-121. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED.

**SUPPLEMENTAL QUESTIONNAIRE
LEAD MEDICAL RECORDS TECHNICIAN, GS-0675-07/08**

1. **ABILITY TO LEAD THE WORK OF OTHERS AND PROVIDE TECHNICAL DIRECTION OF VARIOUS PCC FUNCTIONS.** The person in this position must have the ability to lead the work of others in providing technical supervision and information to lower graded Medical Record Technicians and Data Transcribers (i.e. workload, policies & procedures, instructions on projects, etc.), provides on the job training & orientation to new employees, advises and makes recommendations on personnel actions & complaints to supervisors. Assists in the implementation and final review of performance standards. 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)

2. **KNOWLEDGE OF ADVANCED MEDICAL TERMINOLOGY AND CLASSIFICATION SYSTEMS TO CODE DIAGNOSTIC AND OPERATIVE/PROCEDURAL INFORMATION.** The person in this position must possess this knowledge to accurately code and abstract billable information from patient's medical charts to ensure diagnoses and procedures meet current coding and billing requirements and guidelines. 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. **KNOWLEDGE OF ESTABLISHED MEDICAL RECORD/BILLING CONCEPTS, PRINCIPLES AND PROCEDURES.** The person in this position must possess this knowledge to carry out a variety of medical records functions including analysis and sequencing, coding, medico-legal terminology, release of information, RPMS (PCC) applications, Privacy Act, HIPAA, and the FOIA as it relates to medical records functions and activities. 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)

4. **ABILITY TO REVIEW, ANALYZE AND RESOLVE PROBLEMS BY RESEARCHING INFORMATION FOLLOWING RULES AND REGULATIONS RELATED TO MEDICAL RECORDS AND BILLING REQUIREMENTS.** This is the ability to review, analyze and solve problems with health care providers & other support departments (e.g. Business Office, peers, outside agencies) to rectify inconsistencies and discrepancies in medical documentation and to prepare written reports for statistical, medical audits and other studies as requested. 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)

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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