

DEPARTMENT OF HEALTH AND HUMAN SERVICES



NAVAJO AREA
INDIAN HEALTH SERVICE

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

WE WILL NOT ACCEPT FAXED OR E-MAILED APPLICATIONS

VACANCY ANNOUNCEMENT
GA-08-096

OPENING DATE
10/07/2008

CLOSING DATE
10/28/2008

POSITION
Billing Technician

LOCATION AND DUTY STATION
Business Office Branch, Billing Section
Gallup Indian Medical Center
Gallup, New Mexico

GRADE/SALARY
GS-0503-07 ~ \$36,822.00 per annum
GS-0503-06 ~ \$33,135.00 per annum
GS-0503-05 ~ \$29,726.00 per annum

NUMBER OF VACANCIES
One (1) (PCN: 20P408)

APPOINTMENT WORK SCHEDULE AREA OF CONSIDERATION SUPERVISORY/MANAGERIAL
 PERMANENT FULL TIME NAVAJO AREA WIDE NO

PROMOTION POTENTIAL HOUSING TRAVEL/MOVING
 Yes, PROMOTION POTENTIAL PRIVATE HOUSING ONLY NO EXPENSES PAID
To GS-6/7

Duties: Incumbent performs the overall responsibility for a full range of technical services in coding, abstracting and billing functions. This responsibility includes the submission of properly executed claims on a timely basis to third party payers and responsible parties, and rebilling or corrected billing of accounts previously submitted. Receives and examines alternate resources claims to assure claims are complete with appropriate supporting documents which typically include utilization review certifications. Verifies accuracy of health claims number, that claimed amounts are authorized, and that items of services billed are allowed by appropriate regulations, decisions, directives and other controlling guides. Identifies errors, omissions, duplications in documents and contact the appropriate individuals to resolve problem. Provides technical assistance with processing and maintaining CPT coding, abstraction of the complete chart (outpatient) and compliance enforcement of all regulatory requirements. Review, analyze CPT coding, abstract and compile data, maintain and identify potential risk areas in outpatient medical record. All information will be used for manual data analysis for the Business Office, compliance officer, Medical Records and Administration. Searches and abstracts all CPT coding, operative and therapeutic and all other pertinent data from the medical records in order to identify and document appropriate patient care and other information necessary for billing. Conducts a thorough review of all abstraction and search of records, guidelines in order to select the most accurate and descriptive codes in accordance with CPT/HCPCS coding system. Identifies inconsistencies or discrepancies in medical documentation by notifying the appropriate provides and/or all other departments within the facility for complete follow-up to assure completion in compliance with hospital's policy and compliance program. Keeps this system updated at all times to ensure accurate reports. Abstracts all necessary information by auditing the appropriate E&M and assigning the correct CPT/HCPCS code which most accurately

describes each medically documented procedure according to established guidelines and practices for outpatient visits. Uses official coding conventions, techniques, rules established by the American Medical Association (AMA), American Dental Association (CDT-2) and the Health Care Finance Administration (HCFA) for assigning codes. Performs other related duties as assigned.

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

<u>Grade</u>	<u>General</u>	<u>Specialized</u>	<u>Education</u>
GS-6	None	1 year equivalent to at least GS-5	None
GS-7	None	1 year equivalent to at least GS-6	None

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, performing technical services in coding, abstracting and billing functions. This includes working knowledge of all third party claims submission process, and ability to keep current on changes in policies, regulations of eligibility. In-depth knowledge of ICD-9 and CPT4/HCPCS coding procedures, Uniform Hospital Discharge Date definitions regarding diagnostic and procedural sequencing, in order to interpret and resolve problems based on information derived from system monitoring reports and the UB-92 and HCFA-1500 billing forms submitted to the third party payer.

POSITIVE EDUCATION REQUIRED: No

LICENSURE REQUIRED: No

SELECTIVE PLACEMENTS FACTOR: None

TIME-IN GRADE REQUIREMENTS: A candidate may be advanced to a position in grade GS-5 or below if;

1. The position is not more than two grades above the lowest grade level he/she held within the proceeding year under non-temporary appointment; or
2. He/she met the above restriction for advancement of the grade of the position to be filed, at any time in the past; or
3. He/she previously held a position to be filled, at any time under any type of appointment.

LEGAL AND REGULATORY REQUIREMENTS: Proof of U.S. citizenship is required for appointment in the I.H.S. 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.

*****NOTE***** Refer to Operating Manual Qualification Standards Handbook or the IHS Excepted Service Qualification Standards, Series GS-0503, for complete information. Substitution of education for experience will be made in accordance with those standards. For more information, contact your servicing Human Resources 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 eligible (e.g., reinstatement eligible 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 eligible 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).

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 that are related to this 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 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 Understanding of IHS Third-Party reimbursement activities.
2. Knowledge of medical terminology.
3. Knowledge of IHS automated data processing system.
4. Ability to convey and obtain information orally.
5. Ability to meet and deal with a variety of individuals.
6. Ability to communicate in writing.
7. Ability to maintain security of confidential materials.
8. Ability to work independently and/or under pressure.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.

HOW AND WHERE TO APPLY:

All applicants must submit one of the following to the Gallup Indian Medical Center, Division of Human Resources, 217 Marguerite Street, P.O. Box 1337, Gallup, NM 87305, by close of business (4:30 p.m.) on the closing date: October 28, 2008. For more information contact: Susie Tom at (505) 722-1412. **Electronic or telefaxed Resumes or applications will not be accepted.**

- 1) OF-612, Optional Application for Federal Employment; or SF-171, Application for Federal Employment; or ****Resume or any other written application format**.** See INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS outlined below.
- 2) OF-306, Declaration for Federal Employment and IHS Child Care Addendum (This is a covered position under Public Law 101-630, "Indian Child Protection and Family Violence Prevention Act."); 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 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.**
- 3) A copy of an Official Bureau of Indian Affairs Preference Certificate, BIA 4432 Form, 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 4432 Form, but must state such 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 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 ON 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 (College and Universities) and #8 (Work Experience) would 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 code);
3. Social Security Number;
4. Country of Citizenship;
- 5) Highest Federal civilian grades held (give series and dates held);
6. **High School** - Name, City, State (zip code, if known), and date of Diploma or GED;
7. **College and Universities** - Name, City, State (zip code, if known), Major(s), Type and Year of Degree received (if no Degree, show Total Semester or Quarter Hours earned);
8. **Work Experience** (paid and non-paid) - Job Title, Employer's Name and Address, Supervisor's Name and Telephone Number; Description of Duties and Accomplishments, Starting and Ending Dates (Month/Year); Average hours worked per week; and Salary;
9. Indicate if we may contact your current Supervisor;
10. Description of job-related training courses, license or certification (current only), honors, awards, special accomplishments.

NOTE: THIS OFFICE WILL NOT SOLICIT FOR ADDITIONAL INFORMATION. Applicants who submit incomplete applications will be given credit only for the information he/she provided. Therefore, it is the responsibility of the applicant to submit a complete application packet by the closing date.

REASONABLE ACCOMMODATIONS: 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.

151 Susie Tom

October 6, 2008

HUMAN RESOURCES CLEARANCE

DATE

EACH APPLICATION FORM AND DOCUMENT MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER - GA-08-096. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORM MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR XEROX COPIES. THE APPLICATION AND ATTACHMENTS BECOME THE PROPERTY OF THIS HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

SUPPLEMENTAL QUESTIONNAIRE
Billing Technician, GS-503-5/6/7

1. **KNOWLEDGE AND UNDERSTANDING OF IHS THIRD PARTY REIMBURSEMENT ACTIVITIES.** The person in this position should have the knowledge of regulations, policies and procedures that pertain to alternate resources eligibility, financial coding, required forms, etc., associated with the various health insurance programs. 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 should have the superior knowledge of medical terminology, disease processes and anatomy and physiology as it relates to billing functions and activities. Classification of disease processes will be utilized in billing procedures, illness and other patient related visits. Incumbent must have a thorough and current documentation to support knowledge of ICD-9 coding and CPT-4 coding regarding operative procedural codes in order to interpret and apply them accurately to the billing process. 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 IHS AUTOMATED DATA PROCESSING SYSTEM.** The person in this position should have the knowledge of IHS automated data processing system in order to enter data into the RPMS and retrieve data. 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 CONVEY AND OBTAIN INFORMATION ORALLY.** The person in this position must be able to communicate effectively with people individually and/or in groups. There will be frequent interactions with professional hospital allied health providers, various Service Unit supervisors, physicians and administrators. This person must be able to communicate orally in a clear and concise manner under a variety of circumstances. 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.)

5. **ABILITY TO MEET AND DEAL WITH A VARIETY OF INDIVIDUALS.** The person in this position should have the ability to establish positive interpersonal relations by exercising tact, diplomacy, patience, and mature judgment with a wide variety of individuals within and outside the office, both in person and by telephone. 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.)

6. **ABILITY TO COMMUNICATE IN WRITING.** The person in this position should have the ability to express oneself through written communications that are clear, concise, and appropriate to the need. This may be done for a variety of needs such as reports, procedures, guidance, correspondence, 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.)

C-E-R-T-I-F-I-C-A-T-I-O-N

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 (Sign in Ink)

Date