DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA
INDIAN HEALTH SERVICES

We will not accept faxed or emailed applications.

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

VACANCY ANNOUNCEMENT
GA-08-102

OPENING DATE
10/23/2008

CLOSING DATE
11/05/2008

POSITION
Medical Records Technician

LOCATION AND DUTY STATION
Division of Administration & Management
Gallup Service Unit
Tohatchi Health Center
Medical Records Section

NUMBER OF VACANCIES
One (1) PCN: 211705

GRADE/SALARY
GS-0675-04, $26,569 - $34,545 per annum
GS-0675-05, $29,726 - $38,639 per annum

APPOINTMENT
☒ **Permanent**

WORK SCHEDULE
☒ Full-time

AREA OF CONSIDERATION
☒ Navajo Area Wide

PROMOTION POTENTIAL
☒ Yes, GS-5

SUPERVISORY/MANAGERIAL
☒ No

HOUSING
☒ Private Housing Only

TRAVEL/MOVING EXPXENSE
☒ No Expenses Paid

DUTIES: This position is located in Medical Records Services within the Medical Records Department under the Division of Administration and Management at the Tohatchi Health Center. Incumbent examines, analyzes, and processes all correspondence from insurance companies, employees, social security and social agencies, medical care facilities requesting clinical and administrative information about a patient's past and present records and data. Reviews each request and initially decides the best possible method of preparing the clinical information in response to the request(s). Insures and applies Privacy Act, HIPAA Privacy Rule, Federal and State legal requirements and limitations. Determines the type and extent of information to be included in the reply, i.e., insurance companies are interested in a different type of information verses social agencies, medical care facilities or welfare agencies. Reviews and determines the appropriate format in reference to procedural claiming and collection within applicable legal statutes, patient's consent and needs of the requestor prior to any release of any patient's information. Continual use of medical terminology is used each day in the process of third party claims and collections. Requests for medical records from other facilities and distributes medical documents upon arrival to appropriate physician. Determines appropriate source from which to secure needed medical information to fulfill the physician's requirements. Receives numerous records not requested by members of staff, such records are returned to sender requesting name of physician who requested the information. Prepares all typed material in final form, in accordance with prescribed format, insuring the accuracy of all spelling, punctuation capitalization, proper sentence structure, grammar, etc. Assists customers with preparation of medical statement for patients who are incapacitated. In cases where there is lack of documentation in the medical records, incumbent correlates fragmented-information, determining appropriate service to contact for additional validation of diagnoses. Researches, screens and correlates both old and current medical records to provide a systematic chronological history of medical treatment received by patients from this and other treatment facilities.

THIS POSITION IS LOCATED IN A TOBACCO-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:

BASIC QUALIFICATIONS: Candidates must have 52 weeks of general experience to qualify for GS-4 level; and must have 52 weeks of specialized experience equivalent to at least the GS-4 level to qualify for the GS-5 grade level.

GENERAL 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.

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of a Medical Records Technician, and that is typically in or related to the Medical Records Technician. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Examples of specialized duties are: Analyzes outpatient records for completeness, consistency and accuracy in accordance with JCAHO, I.H.S. regulations and standards. Insures and maintains confidentiality of medical records in accordance with Privacy Act, HIPAA rules and regulations.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: For GS-4, two (2) years of education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite is creditable at the GS-4 level. For GS-5, four (4) years of education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite is creditable at the GS-5. 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.

SELECTIVE PLACEMENT FACTOR: None. **POSITIVE EDUCATION REQUIREMENT:** None

LICENSURE REQUIRED: None

CONDITION OF EMPLOYMENT; Incumbent works Monday through Friday during regular business hours.

TIME-IN-GRADE REQUIREMENTS: If selected under the Excepted Service Examining Plan, applicant may be appointed under Schedule A authority without regard to Time-In-Grade Requirements. Candidates applying under the provisions of the Merit Promotion Plan for GS-4 must have completed at least 52 weeks of service at the GS-3 level; candidates for a GS-5 level must have completed at least 52 weeks of service at the GS-4 level by the closing date of the vacancy announcement.

LEGAL AND REGULATORY REQUIREMENTS: Proof of U.S. citizenship is required for appointment to the I.H.S. Candidates must meet time-after-competitive appointment, time-in-grade (if applicable), and qualification requirements by the closing date of the vacancy announcement.

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 OPM Handbook Qualification Standards Operating Manual or the IHS Excepted Service Qualification Standards, Series 0675, for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your Servicing Human Resources Office.

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 provisions of the Indian Health Service Excepted Service Examining Plan. These candidates **MUST** indicate on their "Application for Federal Employment" whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS 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, or those with a 30% or more compensable service–connected disability).

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.

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 Office of Personnel Management (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 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 submit 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 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 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 Appraisals, Training, Awards and Outside Activities, which are related to this position. To receive full credit for your qualifications, provide a narrative statement of training, awards, hobbies, self-developed achievements, and any other aspects of your background as they relate to the knowledge, skills, and abilities (KSAs) outlined below and show the level of accomplishment and degree of responsibility.

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

1. ABILITY TO REVIEW, ANALYZE AND COMPILE DATA.
2. KNOWLEDGE OF MEDICAL TERMINOLOGY.
3. ABILITY TO WORK INDEPENDENTLY AND UNDER PRESSURE.
4. ABILITY TO ORGANIZE AND KEEP RECORDS, MANUALS AND FILES.
5. ABILITY TO MAINTAIN CONFIDENTIALITY.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS

HOW AND WHERE TO APPLY: All applicants must submit the following to the Gallup Indian Medical Center, Division of Human Resources, 217 Marguerite Street, P. O. Box 1337, Gallup, New Mexico 87301, by 4:30 p.m., on the closing date of: 11-06-2008. For more information contact: Donita Lomatska 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**. **INFORMATION REQUIRED ON RESUMES' AND OTHER APPLICATION FORMATS outlined below.**

2. "Declaration for Federal Employment" (OF-306), and Addendum for Child Care & Indian Child Care Worker Positions 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 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 Personnel Folder.

4. Submit DD-214 Veterans' Preference Certification, if claiming Veterans' preference. In addition, if claiming 10-point preference, submit SF-15 to show proof of 10-point 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 a current or prior federal employee;

6. Latest Performance Appraisal, if a current federal employee;

7. Official College Transcript, to show proof of undergraduate or graduate education.

8. Supplemental Questionnaire (KSA) – failure to submit KSA 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 Human Resources 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) 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), 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 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, Employers' names and addresses, Supervisors' names and phone numbers, starting and ending dates (month/year), hours worked 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 ADDITIONAL INFORMATION. Applicants who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veterans' preference determination, Indian preference, education, training, and/or experience.

REASONABLE ACCOMMODATION: This agency provides 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.

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 geographical 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.

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 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. PROMOTIONS OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

For more information, contact: Donita Lomatska, Human Resources Assistant, at (505) 722-1412; Email: donita.lomatska@ihs.gov

Donita Lomatska (s)

Human Resources Clearance — October 22, 2008
Date

Susie Tom (s)

Susie Tom (s) — October 22, 2008
Human Resources Clearance — Date

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EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER GA-08-102. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO 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.

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SUPPLEMENTAL QUESTIONNAIRE
MEDICAL RECORDS TECHNICIAN
GS-0675-04/05

1. ABILITY TO REVIEW, ANALYZE AND COMPILE DATA. This is the ability to review, analyze and compile data from various sources and reports to prepare written reports for statistical, medical audits, research 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.)

2. KNOWLEDGE OF MEDICAL TERMINOLOGY. This person must have knowledge of medical terminology, disease processes and anatomy and physiology as it related to medical records functions and activities. (Release of medical information, completion of birth and death certificates) 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.)

3. ABILITY TO WORK INDEPENDENTLY AND UNDER PRESSURE. The person must have the ability to function independently, maintain control and composure under stressful working conditions. 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 ORGANIZE AND KEEP RECORDS, MANUALS AND FILES. This is the ability to maintain and assemble a wide variety of files, records, and correspondence into an effective system of records. This includes the ability to locate case files, correspondence or any paper relating to the work of the office. 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 MAINTAIN CONFIDENTIALITY. This is the ability to recognize and apply strict confidentiality rules. The person in this position will have access to a wide variety of sensitive patient information and materials and must be able to safeguard the privacy of this material. 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.)

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 _____