

DEPARTMENT OF HEALTH AND HUMAN SERVICES



NAVAJO AREA INDIAN HEALTH SERVICE

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

SR-09-005

OPENING DATE

01/09/2009

CLOSING DATE

01/23/2009

POSITION

Medical Support Assistant (Medical Chart Courier)

LOCATION AND DUTY STATION

Shiprock Service Unit
Northern Navajo Medical Center
Medical Records Section
Shiprock, New Mexico

NUMBER OF VACANCIES

Seven (7); PCN: 3017-53/54/55/56/57/58/59

GRADE/SALARY

GS-0679-02: \$22,454 - \$28,254 per annum

APPOINTMENT

[X] Permanent

WORK SCHEDULE

[X] Full-time

AREA OF CONSIDERATION

[X] Navajo Area Wide

PROMOTION POTENTIAL

[X] No Known Potential

SUPERVISORY/MANAGERIAL

[X] No Known Potential

HOUSING

[X] Private Housing Only

TRAVEL/MOVING EXPENSE

[X] No Expenses Paid

DUTIES: Position is located in the Ambulatory Service Section of the Northern Navajo Medical Center (NNMC). Incumbent serves as an inter-departmental courier for the Medical Records Department and hospital clinics within NNMC. Dispatches patient medical records to ambulatory clinics and inpatient units. Retrieves and appropriately distributes finished or completed patient charts to the appropriate location or staff on a routine, continuous and as needed basis in a timely manner. Collects and returns the finished patient medical records to the Medical Records Department. Incumbent is responsible for logging and tagging medical charts to assure appropriate delivery of charts to clinics. Ensures charge-out cards are updated and recorded in the main file room. Retrieves and re-files medical records into the main files. Ensures all outgoing charts are updated with face sheets/health summaries, identification cards, and year labels. Sorts all incoming laboratory slips and files such reports. Retrieves and reactivates inactive records from storage. Submits requests for retired charts from the Federal Archive Center, and purges medical records from the main files. Assists with general clerical/receptionist duties including answering incoming telephone calls, taking messages, stamping and restocking clinic labels, processing chart out cards for all clinics and assists with copying of medical records. Incumbent must maintain strict confidentiality of all patient care information at all times, as the work performed directly evolves around protected health information. Incumbent works around highly sensitive patient information in the direct performance of daily duties. Incumbent is to keep any and all protected health information to themselves and not to disclose or divulge any confidential information. Communicates with health care providers to explain what is needed to complete incomplete documentation; communicate with fellow colleagues to locate lost patient files; and to communicate professionally with the general public in regards to health record service. The incumbent of this position is required to work rotational shifts, weekends, and holidays.

This position is covered under the Child Protection Act and is hereby designated an authorized child care position subject to P.L. 101-630 and P.L. 101-647.

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

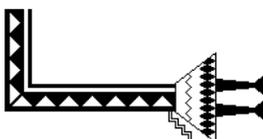
BASIC QUALIFICATIONS:

GS-2: 3 months of general experience OR high school graduation or equivalent.

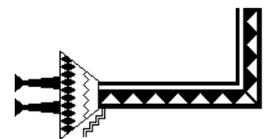
EDUCATION: High school graduation or the equivalent is creditable at the GS-2 level for this occupation.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: If you are using education for qualification, you must submit an official high school diploma or other appropriate proof of educational attainment by the closing date of the vacancy announcement.

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.



THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT



CONDITIONS OF EMPLOYMENT: *Immunization Requirement* – all persons born after December 31, 1956, 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.

SELECTIVE PLACEMENT FACTOR: None.

OTHER SIGNIFICANT FACTORS: Patient Privacy and confidentiality is required. The Privacy Act of 1974 and Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule of 1996 mandates that the incumbent shall maintain complete confidentiality of all administrative, patient, medical and personal records and all other pertinent information that comes to incumbent's attention or knowledge. Both privacy regulations carry both civil and criminal penalties for unlawful disclosure of records.

TIME-IN-GRADE REQUIREMENTS: Candidates applying under the provisions of the Excepted Service Examining Plan may be appointed without regard to time-in-grade requirements. Candidates applying under the provisions of the Merit Promotion Plan must have completed at least 52 weeks of service at the GS-1 level to qualify for the GS-2 level.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade (if applicable), and qualification requirements by the closing date of the vacancy announcement.

●●● NOTE ●●● Refer to OPM Handbook Qualification Standards Operating Manual or the IHS Excepted Service Qualification Standards, Series 0679, 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 Excepted 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).

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, Letters of Commendation, Self-Development, 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 ORGANIZE AND MAINTAIN RECORDS AND FILES.
2. ABILITY TO MAINTAIN CONFIDENTIALITY.
3. ABILITY TO WORK INDEPENDENTLY AND UNDER PRESSURE.
4. ABILITY TO WORK WITH A VARIETY OF INDIVIDUALS.

HOW AND WHERE TO APPLY: All applicants must submit the following to the Northern Navajo Medical Center, Branch of Human Resources, PO Box 160, Shiprock, New Mexico 87420, by 4:30 p.m., on the closing date.

1. OF-612, Optional Application for Federal Employment; or
2. Resume; or
3. Any other written application format

Plus:

- BIA Form 4432, if applicable.
- OF-306, Declaration for Federal Employment (Revised January 2001).
- Addendum for Child Care & Indian Child Care Worker Positions Form.
- Any other necessary documentation pertinent to the position.

A copy of an official Bureau of Indian Affairs Indian 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.

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

"Declaration for Federal Employment" (OF-306), and Addendum for Child Care & Indian Child Care Worker Positions form must be completed and submitted with original signatures 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 of these 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.

For more information, contact: Byron BlueEyes, Human Resources Specialist, at (505) 368-6090, Email: byron.blueeyes@ihs.gov.

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 #7 (High School), #8 (Colleges and Universities), and #9 (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. Veterans' preference: indicate if you are claiming preference; attach DD-214. Preference is not applicable to current DHHS permanent employees (Federal employees with competitive status or reinstatement eligibles);

6. Highest Federal civilian grade held (give series and dates held); attach SF-50, if applicable;
7. High School: Name, City, State, Zip Code, and date of diploma or GED;
8. Colleges and Universities: Name, City, State, Zip Code, Majors, Type and Year of Degrees received (if no Degree, show total semester or quarter hours earned); **attach copy of official transcript**;
9. 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;
10. Indicate if we may contact your current supervisor;
11. Job-related training courses; skills, certificates, registrations, and licenses (current only), honors, awards, special accomplishments, etc.

NOTE: Persons 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. THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION.

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 selection 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.

1st Byron BlueEyes

Human Resources Clearance

01/07/2009

Date

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER SR-09-005. 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.

SUPPLEMENTAL QUESTIONNAIRE
Medical Support Assistant (Medical Chart Courier), GS-0679-02

1. ABILITY TO ORGANIZE AND MAINTAIN RECORDS AND FILES. This is the ability to maintain and assemble a wide variety of medical record filing including laboratory, x-ray reports, consultation, referrals, narrative summaries, operation reports, and other incoming hospital records. What in your background would indicate that you possess this ability?

What was the duration of these activities? From:

To:

Who can verify this information? (Please provide a telephone number.)

2. ABILITY TO MAINTAIN CONFIDENTIALITY. This is the ability to recognize and apply strict confidentiality. The individual 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 would indicate that you possess this ability?

What was the duration of these activities? From:

To:

Who can verify this information? (Please provide a telephone number.)

3. ABILITY TO WORK INDEPENDENTLY AND UNDER PRESSURE. Ability to function independently, maintain control and composure under stressful working conditions. What in your background would indicate that you possess this ability?

What was the duration of these activities? From:

To:

Who can verify this information? (Please provide a telephone number.)

4. ABILITY TO WORK WITH A VARIETY OF INDIVIDUALS. Ability to work with a variety of individuals, to provide information in a clear, concise and courteous manner. What in your background would indicate that you possess this ability?

What was the duration of these activities? From:

To:

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