



DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA INDIAN HEALTH SERVICE



VACANCY ANNOUNCEMENT

OPENING DATE

CLOSING DATE

FD-09-10

January 14, 2009

January 28, 2009

POSITION

BILLING TECHNICIAN (OA)

LOCATION AND DUTY STATION

PHS INDIAN HOSPITAL, BUSINESS OFFICE, PATIENT ACCTS
DUTY STATION: FORT DEFIANCE INDIAN HOSPITAL

GRADE/SALARY

GS-0503-06, \$34,300 - \$44,589 PER ANNUM

NUMBER OF VACANCIES

ONE VACANCY, PCN# PC0632

APPOINTMENT

- PERMANENT
- TEMPORARY
- NTE: _____

WORK SCHEDULE

- FULL-TIME
- PART TIME
- INTERMITTENT

AREA OF CONSIDERATION

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

SUPERVISORY/MANAGERIAL

- YES, MAY REQUIRE ONE YEAR PROBATION
- NO

PROMOTIONAL POTENTIAL

- YES, TO GRADE
- NO KNOWN POTENTIAL

HOUSING

- YES, GOVERNMENT HOUSING AVAILABLE
- PRIVATE HOUSING ONLY

TRAVEL/MOVING

- MAYBE PAID FOR ELIGIBLE EMPLOYEES
- NO EXPENSES PAID

DUTIES: This position is located in the Business Office of the Fort Defiance Indian Hospital. Incumbent is responsible for the accurate and timely preparation and submission of claims to third party payers, intermediaries, and responsible parties according to established hospital policy and procedures. Responsible for maintenance and control of unbilled claims for an assigned section of patient receivables. Responsible for verification that all control functions assigned are maintained daily as set forth in hospital policy and procedures. Review system generated reports daily to identify claims that are ready for billing. Prepare and submit claims to third party payers, intermediaries or responsible parties within 24 hours after all information for billing becomes available. Responsible for the error correction for all rejected/suspended claims previously submitted to third party payers and intermediaries and patients according to hospital policy and procedures. Notifies supervisor of all claims deemed unbillable, along with reason on a daily basis. Documents of all activity performed on patient accounts in the patient financial folder such as date billed and to whom. Provides supervisor with an accurate accounting of all claims in the assigned section of patient receivables responsible for. Submits a Daily Billing Productivity Report reflecting the beginning inventory, claims billed and remaining balance at end of shift. Responsible for self-education by reading all third party newsletters, periodicals and updates circulated by management. Attend all continuing education opportunities made available. Performs other related duties as assigned.

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.

POSITIVE EDUCATION REQUIRED: NO

LICENSURE REQUIRED: NO

BASIC QUALIFICATIONS: Candidates must have had 52 weeks of specialized experience equivalent to the GS-05 level to qualify for the GS-06 grade level.

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSAs) 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 equivalent to at least the next lower grade level. Examples of the type of experience that will be credited are: submitting claims to third party payers and responsible parties, and rebilling or corrected billing of accounts previously submitted. This experience would have to include such things as verifying information, reviewing reports to identify claims and knowledge in using the various types of computer systems.

****PROFICIENCY REQUIREMENTS:** Applicants must present written evidence passing the typing proficiency from a school or other organizations authorized to issue such certification (40 WPM typing speed, WPM are based on a five minute sample with three or fewer errors). **TYPING PROFICIENCY MUST BE SUBMITTED WITH YOUR EMPLOYMENT APPLICATION.** Certificates of proficiency are acceptable for 3 years from date of issuance. Self Certification is not acceptable.

****Please schedule your typing test with the Receptionist at 928-729-8258. ****

SELECTIVE PLACEMENT FACTOR: NONE

TIME-IN-GRADE REQUIREMENTS A candidate may be advanced to a position grade GS-05 or below if:

1. The position is no 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 to the grade of the position to be filled, at any time in the past; or
3. He/she previously held a position at or above the grade level of the position to be filled, at any time under any type of appointment.

Candidates applying under the provisions of the Merit Promotion Plan must have had 52 weeks of specialized experience equivalent to at least the GS-05 level to qualify for the GS-06 grade 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-0503 for complete information. No substitution of education for experience will be made in accordance with those standards. For more complete information contact your Servicing Personnel 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 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 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 DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION. If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a certificate of expected separation, you may be entitled to receive special priority consideration under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration, you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limit) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Excepted Separation (CES) and the date of the RIF separation has not passed and you still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application package.
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.
4. Be currently employed by DHHS 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. Meets the basic qualifications for the position, any documented selective factor, and physical requirements with any reasonable accommodations and are able to satisfactorily perform the duties of the position without undue interruption.

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 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 commuting 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 (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 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. **KNOWLEDGE OF THIRD PARTY BILLING INFORMATION.**
2. **ABILITY TO COMMUNICATE WITH A VARIETY OF INDIVIDUALS ORALLY AND IN WRITING.**
3. **KNOWLEDGE OF IHS AUTOMATED DATA PROCESSING SYSTEM.**
4. **ABILITY TO MAINTAIN SECURITY OF CONFIDENTIAL INFORMATION.**
5. **KNOWLEDGE OF MEDICAL TERMINOLOGY TO BE USED IN BILLING FOR PATIENT CARE.**

(SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS).

NOTE: “Declaration for Federal Employment” (OF-306) 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”

WHERE TO APPLY: Application and all required forms must be submitted to the following address:

Fort Defiance Indian Hospital
Human Resources Department
Post Office Box 649
Fort Defiance, AZ 86504

Mailed or hand carried applications must be received by 5:00 PM, MST, of the closing date of this announcement. It is **your** responsibility to ensure that your application packet is complete.

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 below); or (3) Other written application format.
2. If claiming Indian Preference: **A copy of an Official Bureau of Indian Affairs “Verification of Indian Preference for Employment in BIA and IHS 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 such documentation is contained in their Official Personnel Folder.
3. Completed **Declaration for Federal Employment (OF-306)** and **IHS Addendum to Declaration for Federal Employment.**
4. If claiming Veteran's Preference, copy of DD-214 Form, and SF-15 if claiming 10 point Veteran's Preference.

5. Copy of latest Personnel Action (SF-50), if a current or former federal employee, and or if requesting Reinstatement Eligibility.
6. Copy of Certificate of Typing Proficiency, is required.
7. Copy of official college transcripts.
8. Completed Selective Service Registration Form, if you are a male applicant born after December 31, 1959.
9. Copy of your most recent performance appraisal, if a current federal employee.
10. Copy of valid licensure and or certification, if required.
11. Written Responses to the Knowledge, Skills and Abilities (KSA). OPTIONAL-failure to submit may result in an ineligible rating or substantially lower score.

*** 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-point preference. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
6. Copy of the latest SF-50, Notification of Personnel Action, if current or prior Federal 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, show total semester or quarter hours earned); preferably 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 per 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.

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

ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

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 veteran preference determination, Indian preference, education, training, and/or experience.

For more information contact: Linda DeWolfe, HR Specialist at (928) 729-8255.

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 FD-09-10. 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 PERSONNEL OFFICE AND WILL NOT BE RETURNED.

Electronic or faxed application or documents will not be accepted.

**SUPPLEMENTAL QUESTIONNAIRE
BILLING TECHNICIAN (OA), GS-0503-6**

1. **KNOWLEDGE OF THIRD PARTY BILLING INFORMATION.** This includes knowledge of regulations, policies and procedures that pertains to alternate resources eligibility, financial coding, and required forms, 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. **ABILITY TO COMMUNICATE WITH A VARIETY OF INDIVIDUALS ORALLY AND IN WRITING.** This is the ability to establish and maintain positive interpersonal relationships by utilizing tact, diplomacy, and mature judgment with a variety of individuals. The purpose of contact is to clarify or exchange information, for scheduling and arranging patient transportation and define alternate resources. 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. **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 MAINTAIN SECURITY OF CONFIDENTIAL INFORMATION.**

This is the ability to recognize and maintain security of all confidential patient information and files in accordance with the Privacy Act of 1974. 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)

5. KNOWLEDGE OF MEDICAL TERMINOLOGY TO BE USED IN BILLING FOR PATIENT CARE. This is the knowledge of medical terminology, disease processes and anatomy and physiology as it relates to functions and activities. This includes a thorough and current knowledge of third party billing and ICD-9 coding in order to interpret and apply them. Also know the CPT/HCPCS/ADA Coding in order to interpret and apply them accurately to the patient data system. 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

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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