



DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA INDIAN HEALTH SERVICE



RE-ANNOUNCEMENT

RE-ANNOUNCED TO SOLICIT ADDITIONAL CANDIDATES

Applicants who previously applied need not reapply, but changes to applications must be made by closing date.

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-09-025B

OPENING DATE

May 04, 2009

CLOSING DATE

May 15, 2009

POSITION

Medical Records Technician (Specialized Coder)

LOCATION AND DUTY STATION

SHIPROCK SERVICE UNIT
Northern Navajo Medical Center
Branch of Medical Records
Shiprock, New Mexico

NUMBER OF VACANCIES

One (1) PCN: 3017-44

GRADE/SALARY

GS-0675-08: \$42,214 - \$54,879 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] None

HOUSING

[X] Private Housing Only

TRAVEL/MOVING EXPENSE

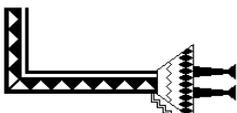
[X] No expenses paid

DUTIES: This function assures that complete and accurate diagnostic and procedural coded data is present for research, epidemiologist, outcomes and statistical analysis, financial and strategic planning, reimbursement, evaluation of quality of care, and communication to support the patient's treatment. The coding function provides the primary source for medical data and information used in health care and promotes the continuity of medical care and optimization of reimbursement. This position is responsible for ensuring that, the assignments of diagnostic and procedural codes, to capture resources and services rendered to Indian beneficiaries and non-beneficiaries alike for claims to be billed to third party payers. Enhancing health care projects and planning purposes, uses the resulting funds collected and posted. The successful efforts of the incumbent impacts the funds collected. This position works in a hybrid medical record environment, alternating between abstracting and coding pertinent medical data from the medical record into the Resource Patient Management System (RPMS); and analyzing medical data entered by the clinician into the Electronic Health Record (EHR). Performs a comprehensive review of the record to assure the presence of all component parts. Evaluates the record for documentation consistency and adequacy, and correlation of recorded data. Analyzes provider to assure the appropriate Evaluation & Management (E&M) levels are assigned using the correct CPT codes. Assures that diagnostic and procedural terminology used is consistent with currently acceptable medical nomenclature. Assigns and sequences ICD-9 CM/CPT/HCPCS codes to diagnosis and procedures from documented information. Makes the final determination that the record is complete and accurate, and reflects sufficient data to justify the diagnosis and warranted treatment without infringing on decisions concerning a physician's clinical judgment. Enters in billing transaction codes and data from charge tickets or super bills, to optimize reimbursement collections for the Service Unit. Runs a weekly Visit Review Report (VRR) to verify the errors in EHR entries. Identifies errors, inconsistencies, discrepancies and/or trends and discusses with the appropriate medical, nursing, or health care providers, and recommends appropriate modifications to Electronic Health Record entries. Adheres to all official coding guidelines, conventions, standards of ethical coding and rules established by the American Health Information Management Association, American Medical Association, Centers for Medicare & Medicaid (CMS) and the Indian Health Service. Maintains record confidentiality in accordance with the Privacy Act of 1974, HIPAA Privacy Rule, Freedom of Information Act, and other pertinent federal regulations.

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-8: 1 year of specialized experience equivalent to at least next lower level.



THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT



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. Extensive knowledge of coding conventions; classification systems and references; health information management theory, principles, practices, techniques, concepts and policies to analyze medical records; medico-legal aspects of health information management; quantitative and qualitative processes; skilled in data collection; medical terminology and abbreviations; anatomy and physiology; major disease processes; pharmacology, etc.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: Generally, not applicable at GS-6 and above.

If you are using education for qualification, you must submit an official college transcript, diploma, license, or other appropriate proof of educational attainment by the closing date of the vacancy announcement.

CONDITIONS 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.

SELECTIVE PLACEMENT FACTOR: None.

OTHER SIGNIFICANT FACTORS: The incumbent may be required to work on a rotational basis for shift, weekends and holidays. Patient privacy and confidentiality is required. The Privacy Act of 1974 and Health Insurance Portability and Accountability Act (HIPPA) of 1996, mandates that the incumbent shall maintain complete confidentiality of all administrative, medical and personnel records and all other pertinent information that comes to his/her knowledge. The Privacy Act and HIPPA Privacy carry both civil and criminal penalties for unlawful disclosure of records. Violations of such confidentiality shall be cause for adverse action.

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

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-7 level to qualify at the GS-8 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 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 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. Knowledge of Advanced Medical Terminology and Classification Systems to Code Diagnostic and Operative/Procedural Information.
2. Knowledge of Established Medical Record/Billing Concepts, Principles & Procedures.
3. Ability to Review, Analyze, and Solve Problems by Researching Information following Rules and Regulations related to Billing Requirements.
4. Ability to Communicate Orally and Work Independently.
5. Skill in Use of a Video Display Terminal and Keyboard.

HOW AND WHERE TO APPLY: All applicants must submit the following to the Northern Navajo Medical Center, Branch of Human Resources, P. O. Box 160, Shiprock, New Mexico 87420-0160, 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.
- Addendum for Child Care & Indian Child Care Worker Positions Form.
- Any other necessary documentation pertinent to the position.

Applicant **claiming Indian Preference** must submit a copy of an **official Bureau of Indian Preference Certificate, Form 4432** (or equivalent form issued by a Tribe authorized by PL 93-638 contract to perform the certification function on behalf of the BIA), signed by the appropriate BIA official, or appropriate BIA form showing 50% or more blood quantum if applicant is not an enrolled member.

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: Paula Williams, Human Resources Specialist, at (505) 368-6051; Email: paula.williams2@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, if known), and date of diploma or GED;
8. 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;
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.

/s/ Paula Williams

~~February 26, 2009~~ ~~March 27, 2009~~ *April 30, 2009*

Human Resources Clearance

Date

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER SR-09-025B. 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 Records Technician (Coder), GS-0675-08

1. 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. What in your background would indicate that you possess this knowledge?

What was the duration of these activities? From: _____ To: _____

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

2. 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) application, Privacy Act and FOIA as it relates to medical records functions and activities. What in your background would indicate that you possess this knowledge?

What was the duration of these activities? From: _____ To: _____

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

3. ABILITY TO REVIEW, ANALYZE AND SOLVE PROBLEMS BY RESEARCHING INFORMATION FOLLOWING RULES AND REGULATIONS RELATED TO BILLING REQUIREMENTS. This is the ability to review, analyze and solve problems with health care providers and other support departments (e.g. Business Office, peers, outside agencies) to rectify inconsistencies and discrepancies in medical documentation to prepare written reports for statistical, medical audits and other studies as requested. What in your background would indicate that you possess this knowledge?

What was the duration of these activities? From: _____ To: _____

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

4. ABILITY TO COMMUNICATE ORALLY AND WORK INDEPENDENTLY. The person in this position should have the ability to express himself/herself effectively in order to be able to provide coding & documentation information to professional staff, patients, or a variety of individuals. This includes the ability to work efficiently and productively in performing multiple procedures often with no assistance. 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.)

5. SKILL IN THE USE OF A VIDEO DISPLAY TERMINAL AND KEYBOARD. Advanced skill in the use of video display terminal and keyboard for performing data coding, data entry and retrieving medical data from the IHS Resource Patient Management System (RPMS) and knowledge in computer applications which include Patient Registration, Admissions, Discharge, Transfer, Patient Care Component, Electronic Health Record or other related software. 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