

DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA  
INDIAN HEALTH SERVICES



This office 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  
CP-09-019

OPENING DATE  
May 4, 2009

CLOSING DATE  
May 15, 2009

POSITION  
BILLING TECHNICIAN

LOCATION AND DUTY STATION  
BUSINESS OFFICE, CROWNPOINT SERVICE UNIT,  
CROWNPOINT, NM

GRADE/SALARY  
GS-0503-07, \$38,117 - \$49,553 PER ANNUM;  
GS-0503-06, \$34,300 - \$44,589 PER ANNUM;  
GS-0503-05, \$30,772 - \$40,005 PER ANNUM

NUMBER OF VACANCIES  
ONE VACANCY - MD 06 07

APPOINTMENT

Permanent

WORK SCHEDULE

Full-time

AREA OF CONSIDERATION

Commuting Area

PROMOTION POTENTIAL

Yes, to GS-07, if selected  
at lower grades 05 or 06

SUPERVISORY/MANAGERIAL

No

HOUSING

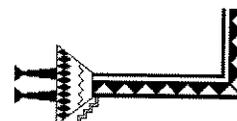
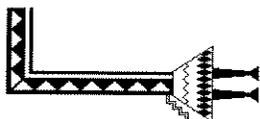
Private Housing Only

TRAVEL/MOVING EXPENSE

No Expenses Paid

**DUTIES:** The incumbent will be responsible for the overall range of technical services the 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 resource claims to assure claims are complete with appropriate supporting documents. Verifies accuracy of health claim numbers, that claims are authorized, and that items of services billed are allowed by appropriate regulations, decisions, directives and other controlling guides. Identifies and rectifies errors, omissions, and duplications in documents. Provides technical assistance with processing and maintaining CPT coding, abstraction of the complete chart and compliance enforcement of all regulatory requirements. 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 PT/HCPCS coding system. Assures that providers and identified risk departments will follow-up to assure completion in compliance with hospital policy and compliance program. Updates medical record charge out guide on all records received and analyzed. Abstracts all necessary information by auditing the appropriate E&M and assigning the correct code. Uses official coding conventions techniques, rules established by the American Medical Association (AMA), American Dental Association (CDT-2) and Centers for Medicare & Medicaid (CMS) for assigning codes. Is responsible for maintenance and control of unbilled claims for an assigned section of patient receivables. Notifies supervisor of all claims deemed unbillable, along with reason(s) on a daily basis. Reviews system generated reports daily to identify claims that are ready for billing. Prepares and submits claims to third party payers, intermediaries or responsible parties within 72 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. Performs other related duties as assigned.

THIS POSITION IS LOCATED IN A SMOKE-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 52 weeks of specialized experience equivalent at least to GS-04 to qualify for the GS-05; and 52 weeks of specialized experience equivalent at least to GS-05 to qualify for the GS-06; 52 weeks of specialized experience equivalent to the GS-6 level to qualify for the GS-7 level.

**SPECIALIZED EXPERIENCE:** Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of position, and that is typically in or related to the position to be filled. Examples of the type of specialized experience which will be credited are: prepare and submit accurate claims for medical services received by the patients. This experience would have to include such things as the working knowledge of ICD-9-CM and CPT/HCPSC coding terms; submitting claims to third party payers and responsible parties, and rebilling for corrected billing of accounts previously submitted. This experience would also include such things as, verifying information, reviewing reports to identify claims and knowledge in using the various types of computer systems.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** For GS-05, successfully completed education of four years above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite is creditable at GS-5 level. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. For GS-06/07, generally, not applicable.

**TIME-IN-GRADE REQUIREMENTS:** A candidate may be advanced to a position grade GS-07 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.

**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.

**OTHER SIGNIFICANT FACTORS:** Incumbent will be required to work day, evening and holiday shifts.

**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. Substitution of education for experience will be made in accordance with those standards. For more complete information contact your Servicing Personnel Office. **IN ORDER TO OBTAIN EDUCATIONAL CREDIT, YOU ARE REQUIRED TO PROVIDE OFFICIAL COLLEGE TRANSCRIPTS BY THE CLOSING DATE OF THIS ANNOUNCEMENT.**

**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 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 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 community 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 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 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 AND 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 INFORMATION.**
8. **ABILITY TO WORK INDEPENDENTLY AND/OR UNDER PRESSURE.**

(SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS).

**HOW AND WHERE TO APPLY:** All applicants must submit the following to the Crownpoint Healthcare Facility, Human Resources, P.O. Box 358, Crownpoint, New Mexico 87313-0358, by 4:30 p.m., on the closing date: **05-15-09.**

1. OF-612, Optional Application for Federal Employment; **Or**
2. \*Resume; Or \*Other written application format.
3. **IN ADDITION,** Copies of Official Transcript of college courses; copy of your most recent performance appraisal and any other necessary documents pertinent to the position being filled.

**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.

For more information, contact: Yolanda J DeVore, Human Resource Specialist (505)786-6201; Email: yolanda.devore@ihs.gov

**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.**

**“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.

**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**

**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 or more of active service may apply.

**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.

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**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/Yolanda J DeVore*

*April 28, 2009*

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HUMAN RESOURCES CLEARANCE

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DATE

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EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER CP-09-019. 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. ORIGINAL SIGNATURES ARE REQUIRED ON THE APPLICATION FORM. DECLARATION OF FEDERAL EMPLOYMENT FORM (OF-306) ADDENDUM AND THE SUPPLEMENTAL QUESTIONNAIRE. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

**SUPPLEMENTAL QUESTIONNAIRE  
BILLING TECHNICIAN , GS-0503-5/6/7**

1. **KNOWLEDGE AND UNDERSTANDING OF IHS THIRD PARTY REIMBURSEMENT ACTIVITIES.** This includes knowledge of regulations, policies, and procedures that pertains to alternate resource 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 (Month/Year)?

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

2. **KNOWLEDGE OF MEDICAL TERMINOLOGY.** This person must have 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 claims to support knowledge of ICD-9 coding and CPT-4 coding regarding operative 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 knowledge of micro computer equipment and operating systems in order to utilize RPMS capabilities and to input updated information on patients, retrieve and analyze data on computer files. What in your background shows you possess this knowledge?

What was the duration of these activities (Month/Year)?

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 knowledge?

What was the duration of these activities (Month/Year)?

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 be exercising tact, diplomacy, patience, and mature judgment with a variety of individuals within and outside the office, both in person and by telephone. What in your background shows you possess this knowledge?

What was the duration of these activities (Month/Year)?

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

6. **ABILITY TO COMMUNICATE IN WRITING.** 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 knowledge?

What was the duration of these activities (Month/Year)?

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

7. **ABILITY TO MAINTAIN SECURITY OF CONFIDENTIAL INFORMATION.** This is the ability to recognize and apply strict confidentiality rules. The person in this position will have access to a variety of sensitive medical/patient information and materials and must be able to safeguard. What in your background shows you possess this knowledge?

What was the duration of these activities (Month/Year)?

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

8. **ABILITY TO WORK INDEPENDENTLY AND/OR UNDER PRESSURE.** Ability to work effectively under pressure of time and produce timely work products. The person in this position must be able to work with frequent interruptions and still meet deadlines. What in your background shows you possess this knowledge?

What was the duration of these activities (Month/Year)?

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