



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ALBUQUERQUE AREA INDIAN HEALTH SERVICE**



The Albuquerque Area Indian Health Service defines its mission as a commitment to the well-being and cultural integrity of Indian people through a participatory and consultative process.

THE ALBUQUERQUE AREA INDIAN HEALTH SERVICE IS A "TOBACCO-FREE" ENVIRONMENT

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
SER-08-0446-ZSU	September 9, 2008	September 22, 2008
POSITION TITLE, SERIES, GRADE AND SALARY	LOCATION AND DUTY STATION	
Medical Support Assistant (OA) GS-0679-04, \$26,569 per annum OR GS-0679-05, \$29,726 per annum (Includes Locality Pay Adjustment)	Division of Program Support Services Department of Business Office Zuni Service Unit Zuni, NM	

AREA OF CONSIDERATION: Reduced Area of Consideration – Local Commuting Area Only: Management has determined that there is likely to be an adequate number of qualified applicants in the local commuting area, outside non-Indian preference candidates will not be considered.

RELOCATION: Relocation expenses will not be paid. Employees who wish to relocate to Zuni, New Mexico for their own benefit may apply. If there are no Indian preference eligible candidates within the commuting area and an Indian preference candidate is selected from outside the commuting area, relocation costs will be paid.

CONDITIONS OF EMPLOYMENT:

- One temporary full-time position, Not-to-Exceed 90 days. The incumbent of this position is subject to call back and/or standby work. Rotates through weekends, after normal working hours (Monday through Friday), and holidays.
- 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.
- In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, selected candidate will be required to submit proof of immunity to the following diseases: Rubella and Measles.
- Before hiring, the IHS will ask you to complete a "Declaration for Federal Employment" and/or "Addendum to Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" to determine your suitability for federal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. 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.

DUTIES AND RESPONSIBILITIES:

The incumbent provides patient registration, i.e., determines eligibility for IHS health care services. GS-4: Interviews patients to obtain pertinent patient registration information; i.e., demographic and insurance information and authorization to enable the Business Office to bill for health care services provided from all alternate resources, including Non-Beneficiary services. Assists patients complete update forms for the RPMS Patient Registration system. Determines the eligibility of patients seeking health care who have not previously been treated at the facility, by obtaining the certificate of Indian blood or other documentary proof of tribal membership, according to IHS guidelines. Identifies those patients whose health benefits are subject to prior approval to determine the extent of health care for both inpatient and outpatient. Collects data on admitted patients for health insurance agencies such as admitting diagnosis with an ICD-9 CM code, physician name and dates of services if prior authorization is required. Determines eligibility for alternate resources programs by beginning a Medicaid application under the NM Medicaid MAWC program and Presumptive Eligibility enrollment. Intake for the NM Medicaid requires the interviewer to request income statements, birth certificates, tribal census cards, social security cards and other sensitive material. Obtains signatures for file on required forms for alternate

resources and contract health service prior to patients being seen in the clinics for billing purposes and/or Contract Health Services. Collects third party recipient health cards, obtains photocopies of the card and explains the program and requirements under each program as they apply to the patient. Interviews patient who have been admitted to the facility to determine their coverage under any health insurance program. GS-05: Along with the above duties, explains Patient Rights and Responsibilities, Privacy Act, Advance Directives, Service Agreements and Insurance requirements. Non-beneficiary patients are directed on collection issues and other facility requirements. Performs other duties as assigned.

COMPETITIVE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS:

Candidates for the GS-4 level must have had 52 weeks of General Experience **OR** two (2) years above high school.

Candidates for the GS-5 level must have had 52 weeks of Specialized Experience equivalent to at least the GS-4 level **OR** four (4) years above high school.

General Experience: Progressively responsible clerical, office, or other work where the primary duties are to perform general office support work such as word processing, answering the phone, making appointments, filing, etc.

Specialized Experience: Demonstrated experience in the full range of patient registration that involved interviewing patients and obtaining required documents to verify eligibility of alternate resources and contract health services. Examples of the type of experience that will be credited are shown under "Description of Duties and Responsibilities".

Proficiency Requirements: In addition to meeting experience or education requirements, applicants for this position must show possession of Office Automation skills and must have typing proficiency of 40 words per minute.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-KSAs described below. **It is to the applicant's advantage to address the following KSA's on a separate sheet of paper.**

1. Knowledge of alternate resources. (Definition: Incumbent must have knowledge of alternate resources in order to assure all patients eligible for Medicare, Medicaid, and private insurance benefits understand their entitlements.)
2. Knowledge of third party programs. (Definition: Responds to third party requirements on post-payment reviews, exclusions, denials and appeals.)
3. Ability to analyze patient charts. (Definition: Analyzes patient records that include references to several diseases and various medical, diagnostic, therapeutic, and surgical procedures.)
4. Ability to communicate in writing. (Definition: Maintains identified corrective action received from fiscal intermediaries or third party payers to be shared or communicated with the Utilization Review Committee for review of diagnosis, length of stay or coding transactions for possible reconsideration and appeal for payment.)

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 eligible entitled to Indian preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan.

Candidates **MUST INDICATE** whether their 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).

Indian Preference: Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.

Veteran's Preference: 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.

Reasonable Accommodations: 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 Cordelia Tsadiasi, (505) 782-7516. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Career Transition Assistance Program (CTAP)/Interagency Career Transition Plan (ICTAP): Surplus or displaced employees covered by the U.S. Department of Health and Human Services CTAP program or the ICTAP program for all agencies, may apply and will be given special selection priority if determined to be eligible and well qualified. Well qualified is defined as meeting all education, experience, knowledge's, skills and abilities (KSA's) with a score in the above average range of a four-level crediting plan for all KSA's. For information on how to apply and required proof of eligibility, please refer to the following hyperlinks: **CTAP** at <http://www.ihs.gov/JobCareerDevelop/JobAtIHS/doc/ctap.doc> and for **ICTAP** at <http://career.psc.gov/chpublic/ictap.html>

➤ Only U.S. citizens may be appointed to the competitive service.

WHERE TO APPLY:

Applications MUST be received by close of business (5:00 p.m.) on the closing date to the following address:

Indian Health Service – Zuni Service Unit
S.E. Region Human Resources Office
P.O. Box 467
Zuni, NM 87327

For copies of vacancy announcements, download from the IHS website at www.ihs.gov or the Office of Personnel Management (OPM) website at www.usajobs.opm.gov. Email applications will be accepted. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** We do not FAX vacancy announcements. For inquires, contact Cordelia Tsadiasi, Human Resources Specialist, 505-782-7516.

REQUIRED DOCUMENTATION:

- **Verification of Indian Preference:** Applicants who wish to receive Indian Preference **MUST** submit the **BIA Form 4432**, Verification of Indian Preference for Employment in BIA and IHS only. This certifies the applicant as an Indian as defined by the Indian Health Manual, Chapter 3, Indian Preference, dated March 14, 2001. **Indian preference will not be given unless the BIA Form 4432 is attached to the application/Résumé.**
- OF-306, Declaration for Federal Employment. Form may be downloaded from: http://www.opm.gov/Forms/pdf_fill/of0306.pdf
- To substitute education for experience, where applicable, you must submit a copy of your transcripts by the closing date or ensure that your resume includes sufficient detail (i.e., required course title, credit hours and grades) to document that you have met the education requirements. Official transcripts will be required prior to entry on duty.
- Addendum to Declaration for Federal Employment IHS Child Care & Indian Child Care Worker Positions.
- Proficiency Requirement Statement - Applicants must show possession of Office Automation skills AND must have typing proficiency of 40 words per minute with three (3) or few errors based on a 5 minute typing test. One of the following must be submitted with your application:
 1. a. Competitive Service: Acceptable Typing Performance Test Results: A certificate of proficiency from a school OR other organization **authorized** to issue such certificates by the Office of Personnel Management local office. Test results without date, signature of official administering typing test, typing speed, and number of errors cannot be considered and will result in an ineligible rating.
 - b. Excepted Service: Acceptable Typing Performance Test Results: A certificate of proficiency from a school OR other organization authorized to issue such certificates. Test results without date, signature of official administering typing test, typing speed, and number of errors cannot be considered and will result in an ineligible rating.

• OR

2. Self-Prepared Certification Statement: Applicants may self-certify their proficiency by submitting a self-certification statement with their application which must include WPM, signature and date.

• OR

3. Self-Certification Statement: Applicants may also self-certify their proficiency by submitting the attached SELF-CERTIFICATION STATEMENT with their application with signature and date.

➤ See 'HOW TO APPLY' on last page, for additional information.

OTHER IMPORTANT INFORMATION:

➤ 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.

➤ All material submitted for consideration under this announcement becomes the property of Division of Human Resources and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for federal employment.

➤ Additional or alternate selections may be made from a promotion certificate within 90 days from the date the selection certificate was issued. The positions to be filled must have the same title, series, and grade, be in the same geographic location and have the same qualification requirements. However, if there are no qualified Indian preference candidates left on the certificate, the vacancy must be re-announced.

➤ EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

DIVISION OF HUMAN RESOURCES CLEARANCE:

Isi Cordelia Tsadiasi

Human Resources Specialist

09-08-2008

Date

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
SOUTHEAST REGION DIVISION OF HUMAN RESOURCES
ALBUQUERQUE AREA INDIAN HEALTH SERVICE**

For all positions titled as Office Automation or any clerical position which has parenthetical title of Office Automation (OA), applicants must have typing proficiency of 40 words per minute and knowledge of general office automation software, such as word processing, personal computer, electronic mail, data base management, spreadsheet, etc.

To be eligible for (OA) positions, you must be able to:

1. Type 40 words per minute.

2. Possess knowledge of general office automation software, such as word processing, personal computer, electronic mail, data base management, spreadsheet, etc.

Please sign and date the Self-Certification statement and submit with your application/resume.

I HEREBY CERTIFY THAT I MEET THE REQUIREMENTS SET FORTH IN
THIS SELF-CERTIFICATION STATEMENT FOR:

- TYPING AND KNOWLEDGE OF GENERAL OFFICE AUTOMATION SOFTWARE
(i.e., word processing, personal computer, electronic mail, data base management, spreadsheet, etc.)

NOTE: A certification statement must be signed and dated for each specific vacancy announcement. A falsification of this statement may be used as grounds for not employing you or for dismissal.

Applicant's Signature

Date

Addendum to Declaration for Federal Employment (OF 306)
Indian Health Service
Child Care & Indian Child Care Worker Positions

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Item 15a. Agency Specific Questions

Name: _____ **Social Security Number:** _____
(Please print)

Job Title in Announcement: _____ **Announcement Number:** _____

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

1) Have you ever been arrested for or charged with a crime involving a child? YES_____ NO_____

[If "YES", provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]

2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children?
YES_____ NO_____

[If "YES", provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

Applicant's Signature (sign in ink) **Date**

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3)), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852.
Please do not send completed data collection instruments to this address.

HOW TO APPLY

<p>The federal government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for federal employment.</p>			
<p>Optional Application for Federal Employment – Form Number OF-612 http://www.opm.gov/forms/pdf_fill/of612.pdf</p>		<p>Résumé or Other written application format with information requested below.</p>	
<p>If your résumé or application does not provide all the information we request, you may lose consideration for a job. Applicants who submit incomplete applications will be given credit ONLY for the information they provide and may not receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.</p>			
<p>Procedure for using résumé or other written application: Format MUST contain the following information. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.</p>			
<ul style="list-style-type: none"> ➤ <u>JOB INFORMATION</u> Announcement number, title and grade of the job for which you are applying. ➤ <u>PERSONAL INFORMATION</u> Full name, mailing address (with ZIP codes), day and evening telephone numbers (with Area codes). Social Security Number. Country of citizenship. ➤ <u>EDUCATION</u> High School (name, city, state, ZIP code if known), and date of diploma or GED. College and/or 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). To obtain educational credit, applicants must submit a copy of all college transcripts. ➤ <u>WORK EXPERIENCE</u> Copy of latest Notification of Personnel Action (SF-50B) if current or former federal employee. Highest federal civilian grade held (give job series and dates held) Work experience (paid and unpaid) Job title (include series and grade if federal job) Duties and accomplishments Employer's name and address Supervisor's name and telephone number Starting and ending dates (month and year) Hours per week Salary Indicate if we may contact your current supervisor. ➤ <u>OTHER QUALIFICATIONS</u> Give dates but do not send documents unless requested Job related training courses Job related skills, i.e., computer software/hardware, tools, typing speed Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice) Honors, awards, special accomplishments, i.e., publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards. ➤ <u>KSA</u> 			
<p>Submit a copy of applicable documents with your application if you are in the following categories:</p>			
<p>COMMISSIONED OFFICER</p>	<p>INDIAN PREFERENCE</p>	<p>VETERAN PREFERENCE</p>	<p>FEDERAL EMPLOYEE</p>
<ul style="list-style-type: none"> ➤ Current Billet description ➤ Most recent "Commissioned Officers Effectiveness Report". ➤ Child Care Statement Form ➤ Applicable Licensure 	<ul style="list-style-type: none"> ➤ Verification of Indian Preference for employment, Bureau of Indian Affairs (BIA) Form 4432. ➤ Preference will not be given unless a copy of the BIA Form 4432 is attached to the application. 	<ul style="list-style-type: none"> ➤ Certificates of Release or discharge from Active Duty, VA form DD-214, and/or ➤ Application for 10-point Veterans Preference, Form SF-15 and supporting documents. ➤ To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connect disability. ➤ Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application. 	<ul style="list-style-type: none"> ➤ Latest Notification of Personnel Action, SF-50B verifying civil service status, grade, etc. ➤ Current performance appraisal. ➤ Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status, is attached to the application.