



NAVAJO AREA INDIAN HEALTH SERVICE



POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

VACANCY ANNOUNCEMENT

FD-08-94

OPENING DATE

09-15-08

CLOSING DATE

09-26-08

POSITION

Medical Records Technician
(Out-patient Specialized Coder)

LOCATION AND DUTY STATION

Health Records Department
Fort Defiance Indian Hospital
Fort Defiance, AZ

GRADE/SALARY

GS-0675-07, \$36,822 –\$47,864 per annum

NUMBER OF VACANCIES

One (1) Vacancy PCN: MD1752

APPOINTMENT

- Permanent

WORK SCHEDULE

- Full Time

AREA OF CONSIDERATION

- IHS - WIDE

****Incumbent may be required to work on a rotating basis for evening, nights, weekends and holidays.****

SUPERVISORY/MANAGERIAL

- NO

PROMOTION POTENTIAL

- NO

HOUSING

- PRIVATE HOUSING ONLY

TRAVEL/MOVING

- NO EXPENSES PAID

DUTIES: Incumbent is responsible for assigning and sequencing codes using the International Classification of Diseases and Clinical Management (ICD-9-CM) and Current Procedural Terminology (CPT) manuals to a wide variety medical and clinical diagnosis such as diseases, illnesses or injuries and conditions as well as their interrelationships to code correctly and of significant are the ambulatory surgeries an procedures from documented medical information. 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 and/or auditing medical data entered by the clinician into the Electronic Health Records (E.H.R.). When multiple diagnoses and procedures are listed, assures the surgical procedure is related to the proper diagnosis. Incumbent retrieves information from RPMS identifying the patients, and uses the 3M Grouper System to assist in classifying diagnoses, and verifying accuracy of coding assignment. In addition to the ICD-9-CM, incumbent abstracts all necessary information by auditing the appropriate Evaluation and Management (E&M) levels and the HCPS codes that accurately describes each medical/surgical supplies of each patient visit as documented by physicians and or providers. 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. Maintains confidentiality of health information in accordance with the Privacy Act of 1974 and the HIPAA of 1996, Alcohol and Drug Abuse Patient Records, Freedom of Information Act and other mandatory federal regulations. Incumbent is responsible for maintaining medical records manually and/or electronically ensuring the completeness, accuracy, and timeliness of documentation, in accordance with CMS, IHS, and other regulatory requirements and/or

regulations. Performs qualitative analysis by performing a comprehensive review of hard copy records or electronically to assure the presence of all component parts such as patient identification, signatures, date and time where required, and the presence of reports, which appear to be indicated by the nature of the treatment, rendered. Medico-legal requirement – makes final determination that the record is complete, accurate and reflects sufficient data to justify the diagnosis and warrant treatment and end results, without infringing on decisions concerning a physician's clinical judgment. Provides education and updates to the medical staff, business office staff and other health care providers of ever changing coding rules, regulations, and guidelines, and to their specialized medical records functions. Incumbent obtains new provider personal data and enters into the RPMS system. Works with clinic staff in coordinating the workflow such as PCC+ system and ensuring up-to-date codes are maintained in the system, and by surveying potential risk areas and identifying inconsistencies or discrepancies within the medical records and discusses with the appropriate medical, nursing, or healthcare providers for corrective action without infringing on decision concerning a physician's clinical judgment. Performs audits and medical reviews by running error listing and or other data reports to ensure documentation and accountability of all data. Monitors specific areas indicated for improvement by recognizing potential risks subjected to compliance issues such as coding and data entry. Incumbent documents findings, prepares reports to present to immediate supervisor. Performs quality assurance and performance functions for the department to ensure qualities of services are provided. Prepares reports, presents to staff and Quality Assurance Committee. Performs quality data entry of protected patient health information into the RPMS and 3M Grouper systems, which requires extensive interaction with the PCC/EHR systems using mnemonics for entering and editing data. Runs zero reports where PCC Plus system is in place and/or Q-Man reporting to capture all data missed and or errors hanging in the system. Creates and maintains records and logs which reflect accountability for all coding processed. Patient billing files are established for billing. Downloads 100% of the data monthly to rectify the computer error listing. Responsible for continuing education to ensure maintenance of certifications, if required. Must keep up to date with current codes and trends in order to be a specialized coder. Performs other related duties as assigned.

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 REQUIREMENT: NONE

LICENSURE REQUIRED: NONE

BASIC QUALIFICATIONS: Applicants must have 52 weeks of specialized experience equivalent to the GS-06 grade level to qualify for the GS-07 grade level.

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. "Examples of the experience which will be credited are ICD-9, CPT 4, and HCPCS coding systems. This experience would have to include such things as; ICD-9/CPT/HCPCS codes, review, analyze, abstract, and compile or extract medical records data.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: Generally, not applicable.

SELECTIVE PLACEMENT FACTOR: NONE

TIME-IN-GRADE REQUIREMENTS: Candidates applying under the provision of the Merit Promotion Plan must complete at least 52 weeks of service at the GS-06 grade level to qualify for the GS-07 grade level.

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.

CONDITION 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.

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.

NOTE: Refer to OPM Operating Manual Qualification Standard Handbook or IHS Excepted Service Qualification Standard, Series **GS-0675** 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.

WHO MAY APPLY:

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligible (e.g., reinstatement eligible 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 eligible 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 whether their application is submitted under the IHS Excepted Service Examining 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 selection 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 groups 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 that 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 returned 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 Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337 (h) or 8456 or Title 5 United States Code.
- 2. Be applying for position as or below the grade level of the position from which you have been separated. The position at or below must not have a greater promotion potential than the position from which you are 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 factors, 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, which describes fully all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualification in each of the following.

- 1. Knowledge of Advanced Medical Terminology.**
- 2. Ability to perform the technical aspects of the job.**
- 3. Ability to analyze and abstract information.**
- 4. Ability to work independently.**
- 5. Ability to Communicate.**

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.

NOTE: The *Declaration for Federal Employment (OF-306)* and *IHS Addendum to the Declaration for Federal Employment* 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.**

HOW & WHERE TO APPLY: All applicants must submit **ONE** of the following to the Fort Defiance Indian Hospital, Personnel Department, Post Office Box 649, Fort Defiance, AZ 86504, by close of business on the closing date.

1. OF-612, Optional Application for Federal Employment; **OR**
2. Resume; **or**,
3. Other written application format plus college transcripts, a copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

A **copy** of an **Official Bureau of Indian Affairs “Verification of Indian Preference for Employment in BIA and IHS” 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 such documentation is contained in their Official Personnel Folder.

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.

SUPPLEMENTAL QUESTIONNAIRE
Medical Records Technician (Out-Patient Specialized Coder), GS-0675-07

1. **KNOWLEDGE OF ADVANCED MEDICAL TERMINOLOGY.** The person in this position must have the knowledge and understanding to accurately interpret and translate medical diagnosis from physician's notes for the purpose of medical coding. What in your background indicates you possess this knowledge?

What was the duration of these activities?

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

2. **ABILITY TO PERFORM THE TECHNICAL ASPECTS OF THE JOB.** The person in this position should have the ability to perform comprehensive analysis of medical charts, validity of supporting medical documentation, and abstract pertinent data to assign appropriate medical codes. This should also include the knowledge of using the ICD-9-CM and CPT coding manuals to accomplish proper diagnostic coding for all procedures. What in your background indicates you possess this ability?

What was the duration of these activities?

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

3. **ABILITY TO ANALYZE AND ABSTRACT INFORMATION.** The person in this position should have the ability to analyze and abstract information from medical charts and physicians notes to ensure accuracy in coding diagnosis and treatment. What in your background indicates you possess this ability?

What was the duration of these activities?

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

4. **ABILITY TO WORK INDEPENDENTLY.** The person in this position should have the ability to independently accomplish tasks and timely work products with little or no supervision in accordance with established policies, practices and priorities of the office. This includes the ability to plan and organize work on one's own initiative and seek information and assistance from sources outside the office when necessary. What in your background indicates you possess this ability?

What was the duration of these activities?

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

5. **ABILITY TO COMMUNICATE.** The person in this position should be able to communicate orally and in writing to convey or obtain information in a clear, concise and courteous manner. This communication should be with patients, co-workers, medical professionals and various supervisors. What in your background indicates you possess this ability?

What was the duration of these activities?

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

CERTIFICATION

I *CERTIFY* that all of the statement 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