

**MERIT PROMOTION  
VACANCY ANNOUNCEMENT**

ABERDEEN AREA INDIAN HEALTH SERVICE  
DIVISION OF HUMAN RESOURCES  
FEDERAL BUILDING, RM. 309, 115-4TH AVENUE S.E.  
ABERDEEN, SOUTH DAKOTA 57401

**ABERDEEN AREA IHS IS A SMOKE FREE ENVIRONMENT**

September 10, 2008

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**POSITION:** Medical Records Technician (FT3301)(FT3102)  
#of positions: 3 (FT3103)

**LOCATION:** PHS Indian Clinic, Medical Records Dept.,  
Fort Totten, North Dakota.

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**BEGINNING SALARY:** GS-675-4: \$26,569 - \$34,545 Annual  
GS-675-5: \$29,726 - \$38,639 Annual  
GS-675-6: \$33,135 - \$43,076 Annual

**VACANCY NUMBER:** NP-08-0071-FT-MPP

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**OPENING DATE:** September 15, 2008

**CLOSING DATE:** September 19, 2008

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Applications and related documents **MUST** be received at the above address by **5:00 p.m.** on the issuance date of the selection roster. For information contact **Brandon Clark** at **(605) 226-7553**. All applications are subject to retention; requests for copies will not be honored. Applications can be faxed to **(605) 226-7668, (NOT RESPONSIBLE FOR UNSUCCESSFUL TRANSMISSIONS)**. Applications by e-mail will be accepted. It is the responsibility of the applicant to submit a complete application.

**E-MAIL TO:** [brandon.clark@ihs.gov](mailto:brandon.clark@ihs.gov)

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**APPOINTMENT:**

Permanent  
 Not-To-Exceed The applicant selected for this position may be appointed to either a one year appointment or an appointment in excess of one year, depending on the status of the applicant.

**WORK SCHEDULE:**

Full-Time  
 Part-Time  
 Intermittent  
 May include weekends and/or evenings

**AREA OF CONSIDERATION:**

IHS-Wide  
 DHHS-Wide  
 Commuting Area

REDUCED AREA OF CONSIDERATION: Management determines in advance of the announcement that there is likely to be an adequate number of qualified applicants in the local commuting area.

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**MOVING:** Relocation expenses will not be paid. Employees who wish to relocate to Fort Totten, North Dakota for their own benefit may apply. Outside non-Indian preference candidates will not be considered. 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.

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**CONDITIONS OF EMPLOYMENT:**

ON-CALL  YES  NO \*call-back duty is defined as irregular or occasional work performed by an employee on a day when the work was not scheduled for the employee. This will require the employee to return to his/her place of employment within the specified timeframes.

**\*\*All applicants who have regular contact or control over Indian Children MUST submit the attached addendum to the Declaration for Federal Employment. Your application may not be considered for this designated childcare worker position if you do not complete and submit this form or if you answer, "Yes" to either of the two questions.**

[http://www.ihs.gov/JobCareerDevelop/CareerCenter/Vacancy/forms/child\\_protection.doc](http://www.ihs.gov/JobCareerDevelop/CareerCenter/Vacancy/forms/child_protection.doc)

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- **Must provide AVERAGE HOURS WORKED PER WEEK on application.**
  - Applicants applying for the position may be required to be immunized, for measles and rubella, if he or she provides services or has contact with patients at the service units. Persons born before 1957 are not required to take the measles vaccine or provide proof of immunity. Special consideration may be allowed to individuals who are allergic to a component of a vaccine or have a history of severe reaction to a vaccine or who are currently pregnant.

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**PROMOTION POTENTIAL:**  NO  YES to grade(s) GS- 6.

**SUPERVISORY/MANAGERIAL:**  NO  YES

\*\*may require one year probation\*\*

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**\*\*Employment is contingent on a cleared suitable Background Investigation for the level required for your position. \*\***

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PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN

PREFERENCE ACT (TITLE 25, U.S.C. CODE, SECTION 472 AND 473). THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER. THE INDIAN HEALTH SERVICE HAS A ZERO TOLERANCE SEXUAL HARASSMENT POLICY, IHS CIRCULAR NO. 95-11, IN PLACE WHICH IT DISSEMINATES TO ITS EMPLOYEES.

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**WHO MAY APPLY FOR PERMANENT POSITIONS:** (1) Federal employees occupying a permanent position who have competitive civil service status or those who acquired comparable status as a result of serving in an IHS excepted service position on an Excepted appointment; (2) Indian Preference eligibles occupying a temporary position or unemployed; (3) Other sources, e.g., positions covered by severely handicapped; Reinstatement eligibles, etc; (4) Current permanent employees with Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan.

Applicants must indicate on their application whether they are applying under the Merit Promotion Plan, Excepted Service Examining Plan, or both. Current IHS employees and those applicants eligible for reinstatement or transfer who do not indicate which procedures they are applying under will be considered under merit promotion only.

"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."

**WHO MAY APPLY FOR TEMPORARY POSITIONS:** Applications will be accepted from most anyone if the position is temporary and will last one year or less. Applications will also be accepted from Indian Preference applicants if the appointment will be made in excess of one year. Non-Indians may apply for term positions provided he or she has status and the appointment can be made in the competitive service.

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**DUTIES AND RESPONSIBILITIES:** The purpose of this position is to perform Medical Records Technician duties in support of the Medical Records Department. The incumbent assembles medical records in proper sequence ensuring all necessary forms and documents are present, accurate, and complete. Composes responses to routine requests for release of patient information. Maintains confidentiality of medical records information in accordance with the Privacy Act, JCAHO, IHS and hospital manuals. Other duties as assigned.

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**QUALIFICATION REQUIREMENTS:** Candidate must meet qualification standards as specified in **OPM Operating Manual** (Qualification Standards for General Schedule Positions) and/or the Excepted Service Qualification Standard:

**GS-4:** 1 year of General Experience or 2 years of education above high school.

**GS-5:** 1 year of Specialized Experience equivalent to at least GS-4 grade level or 4 years of education above high school.

**GS-6:** 1 year of Specialized Experience equivalent to at least GS-5 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. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.

**Examples of Specialized Experience:** Performs coding of diseases, surgical procedures and causes of injury using standard medical records references. Incumbent enters information abstracted from medical records and outpatient records into the Patient Care Component Computer System. Pulls medical records for various clinics and files them back at end of shift.

**EXCEPTED SERVICE QUALIFICATION REQUIREMENTS:** Same as above.

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Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. Applicants who meet the basic qualification requirements and **selective factors, if any, described in this announcement** will be further evaluated by determining the extent to which your work or related experience, education, training, awards, outside activities, and performance appraisal, etc., indicate you possess the knowledge, skills, and abilities described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the KSA's either on their application/resume or as a separate attachment. The information provided will be used to determine the "best qualified" candidates.

**Failure to submit the supplemental questionnaire will result in not being considered for the position.**

**SUPPLEMENTAL QUESTIONNAIRE - KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Well established medical records procedures, regulations, and principles.
  2. JCAHO standards and medical records classification systems and references.
  3. Search and abstract medical data.
  4. Review records for compliance with facility and JCAHO standards.
  5. Analyze and evaluate patient medical records for completeness and consistency.
  6. Request information pertaining to follow up of consultations, laboratory and other contracted services from with the facility, and from other health care facilities to complete patient records.
  7. To code medical records.
  8. Knowledge of human anatomy and physiology, coding and medical record terminology to code records is required.
  9. Basic Knowledge of regulations on the confidentiality of medical records is required
  10. Skill to collect and organize data for statistical reports.
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**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, if applicable.

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**HOW TO APPLY:** Applicants must submit their applications to the Aberdeen Area Indian Health Service, Division of Human Resources, Federal Building, RM. 309, 115-4th Avenue, S.E., Aberdeen, South Dakota 57401. **ALL APPLICATIONS MUST INCLUDE ALL THE APPLICABLE DOCUMENTS:**

1. Applicants **MUST** submit ONE of the following: a) OF-612, Optional Application for Federal Employment; b) Resume; or c) any other written application format.
2. Current Performance Rating, if available.
3. Applicants claiming Indian Preference **MUST** submit along with their application, FORM BIA-4432, Verification of Indian Preference. **BIA FORM-4432 IS THE ONLY ACCEPTABLE FORM USED IF CLAIMING INDIAN PREFERENCE IN THE INDIAN HEALTH SERVICE.**
4. If you wish to substitute appropriate education for experience, you **MUST** submit your transcripts along with your application. If your education is appropriate for the position being filled then your education may be substituted for experience. Depending on grade level.
5. For current or former Federal employees, a copy of your latest Notification of Personnel Action (**SF-50B**).
6. **All applications for this position MUST include the attached "Addendum to Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" form (see attachment).** [http://www.ihs.gov/JobCareerDevelop/CareerCenter/Vacancy/forms/child\\_protection.doc](http://www.ihs.gov/JobCareerDevelop/CareerCenter/Vacancy/forms/child_protection.doc)
7. **VETERAN'S PREFERENCE CERTIFICATION: Form DD-214** indicating discharge and or **Form SF-15**, claiming 10 point preference. Preference **will not be allowed unless a copy** of the DD-214 is attached to the application. Applicants claiming 10-point preference **MUST** complete an SF-15. *Application for 10-Point Veteran Preference.* Veterans who are still in the service **MAY BE** granted 5-points tentative preference on the basis of the information contained in their applications. **You MUST produce a DD-214 (Member 4 Copy) prior to the appointment to document entitlement to preference.** For information on Veteran's Preference, **Please Visit:** <http://www.opm.gov/veterans/html/vetsinfo.asp>

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**EMPLOYMENT OF PEOPLE WITH DISABILITIES:**

IHS provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify **Alice LaFontaine, Staffing Officer, at (605) 226-7213**. The decision on granting reasonable accommodation will be on a case-by-case basis.

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**APPLICATION INSTRUCTIONS FOR PUBLIC HEALTH SERVICE COMMISSIONED CORPS CANDIDATES:** Applicants should submit the following:

1. Copy of resume or curriculum vitae showing work experience, dates of employment, names and addresses of supervisors, include any education and other information reflecting individual qualifications for consideration. Commissioned Corp Applicants claiming Indian Preference must submit BIA form 4432 and will be evaluated against existing applicable standards.

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**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 Personnel Office to make a determination that you have the required qualifications for the position. **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.**

- a. Announcement Number, Title, and Grade of the job for which you are applying.
- b. Full name, mailing address (with zip code) and day/evening telephone numbers (with area codes).
- c. Social Security Number
- d. Country of citizenship
- e. Veteran's preference
- f. Highest Federal Civilian Grade held (give job series and dates held).
- g. High School - Name, City, State (with zip code), and date of diploma or GED.
- h. Colleges and Universities - Name, City, State (with zip code), majors, type and year of any degrees received (if no degree show total semester/quarter hours earned) (Attach transcripts).
- i. Work experience (paid/nonpaid)-Job title (include series if a Federal job), duties, responsibilities and accomplishments (*if you describe more than one type of work, i.e., carpentry and painting, or personnel and budget, write the approximate amount of time your spent doing each*), employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), **AVERAGE HOURS WORKED PER WEEK**, and salary (beginning/ending).
- j. Indicate if we may contact your current and/or former supervisor.
- k. Job-related training courses, skills, certificates, registrations, and licenses (current only), honors, awards, and special accomplishments.

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**DO NOT SUBMIT POSITION DESCRIPTIONS. All material submitted for consideration under this announcement becomes the property of the Division of Human Resources and is subject to verification. Careful consideration 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 determination of unsuitability for Federal employment.** If position is **RE-ANNOUNCED**, please call the Division of Personnel Management as to status of application.

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**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 (CES) you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To

receive this priority consideration you must:

1. Be a current career competitive or excepted service employee in Tenure 1 or 2 who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation (CES), and the date of the RIF separation has not passed and you are still on the rolls of the DHHS/IHS. You MUST submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being 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 in the same commuting area (or nationwide for IHS employees GS-09 and above) of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date & meet all the application criteria (e.g., submit all required documentation etc.)
6. Meet the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

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**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 a RIF separation notice, a letter from the 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 that it is unable to place; or
    3. Retired with a disability and shows 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 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 & meet all the application criteria (e.g., submit all required documentation, etc.)
6. Eligible applicants will be considered "well qualified": If they attain a numerical rating of 85 or better as determined from your responses to the Knowledge, Skills, and Abilities (see "Qualifications Requirement section.)

**THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER.**

**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 Twin brook Parkway, Suite 450, Rockville, MD 20852.  
**Please do not send completed data collection instruments to this address.**