



Department: Department Of Health And Human Services
Agency: Health & Human Services, Indian Health Service (IHS)
Sub Agency: Yakama Service Unit, Toppenish, WA
Job Announcement Number:
WR-09-09

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Medical Records Administrative Specialist

Salary Range: 42,214.00 - 66,747.00 USD per year
 May be adjusted on Present/Former Federal Employees

Series & Grade: GS-0669-8/10

Promotion Potential: 10

Who May Be Considered:

Excepted Service Examining Plan (ESEP), Merit Promotion Plan (MPP), Veteran's Preference.

Job Summary:

Become a part of the Department that touches the lives of every American! At the Department of Health and Human Services you can give back to your community, state, and country by making a difference in the lives of Americans everywhere. Join HHS and help to make our world healthier, safer and better for all Americans.

The Indian Health Service (IHS), an agency within the Department of Health and Human Services, is responsible for providing federal health services to American Indians and Alaska Natives. The IHS provides a comprehensive health services delivery system for American Indians and Alaska Natives with opportunity for maximum tribal involvement in developing and managing programs to meet their health needs.

This position is located at Yakama Indian Health Center, duties include performing such functions as planning, organizing, directing and reviewing work, administrative personnel matters, accomplishing non-supervisory tasks and/or special assignment as required.

POSITION DETAILS: Merit Promotion Position:
 Travel Required: Yes, occasional
 Supervisory: Yes

Open Period: Monday, May 04, 2009
 to Friday, May 15, 2009

Position Information: Full-Time Permanent

Duty Locations: 1 vacancy - Toppenish, WA

Relocation Expenses: Yes
Is position covered by PL 101-630: Yes
Is drug testing required: No
Is government housing available: No

The Indian Health Service (IHS) is required by law to give absolute preference to qualified Indian applicants and employees who are qualified and suitable for Federal employment. The IHS by law is committed to affording employment preference to American Indian and Alaska Native candidates who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in the Indian Health Manual Part 7, Chapter 3. In other than the above, the IHS is an Equal Opportunity Employer.

Key Requirements:

- Position subject to Level V Background/Security clearance is required.
- IHS-OPERATED PROPERTIES ARE 'TOBACCO FREE'

Duties**Major Duties:**

Under the administrative supervision of the Deputy Service Unit Director, the incumbent plans and directs the activities of the Health Records Department. Provides advisory service to management on requirements and standards issued by a variety of organizations affecting or pertaining to medical records. Responsible for integration and coordination of the Patient Care Component (PCC) Systems, which includes managing ICD coding; application of DRG categories and their cost values, and monitoring patient data. Participates in hospital committees which address medical records, quality management program and utilization review. Responds to requests for studies by making available statistical data, gathering and assembling patients records and other types of clinical patient data. Implements policies and procedures to provide for the security of health records within the service unit. Plans and adjusts work schedules to provide health records services required to support Department operations. Makes assignments to employees in an efficient, equitable and selective manner to achieve optimum quality and quantity of patient records. Supervises a number of employees engaged in medical records activities.

Qualifications and Evaluation**Qualifications:**

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet all requirements cited in the following "QUALIFICATIONS REQUIRED" and "TIME-IN-GRADE REQUIREMENTS" sections within 30 days after the closing date of this announcement.

Quantifications REQUIRED:

GS-10: One year of specialized experience equivalent to the GS-8 grade level.

GS-8: One year of specialized experience equivalent to the GS-6 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 related to the position to be filled.

Specialized Experience : Examples of qualifying specialized experience include:

- Planning, developing, and directing a medical records program for a health care facility that meets both institutional goals and standards of accrediting agencies.
- Evaluating and analyzing the organization and operation of medical records services, including medical records and indexes, and recommending and/or implementing appropriate revisions and modifications.
- Assisting medical and administrative staff in evaluating the quality and appropriateness of patient and health care services.
- Designing information systems to collect, analyze, monitor, report, and maintain privacy and confidentiality of patient and institutional data for health care related programs, and evaluating and implementing changes to assure the reliability of data.
- Developing and implementing policies and procedures for processing legal medical documents and insurance and correspondence requests in accordance with Federal, State, and local statutes.

You must meet time-in-grade restrictions by the closing date of this announcement.

How You Will Be Evaluated:

You will be evaluated to determine if you meet the minimum qualifications required; and on the extent to which your application shows that you possess the knowledges, skills, and abilities associated with this position as defined below. When describing your knowledges, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc.

1. Knowledge of medical records procedures to provide training to subordinates.
2. Skill in using automated health records systems.
3. Ability to recognize and analyze problems, conduct research, summarize results, and make appropriate recommendations.
4. Knowledge of legal requirements for releasing medical information.

Benefits and Other Information

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

Alternative work schedule options are available.

You can use Health Care Flexible Spending Accounts for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans. More Info: <http://www.usajobs.gov/jobextrainfo.asp#FSA>

Other Information:

CAREER LADDER POSITION: If you are selected at a grade lower than the highest shown in this listing, you will be placed under a career development plan and can be non-competitively promoted when you successfully complete the requirements for the higher grade.

CAREER TRANSITION ASSISTANCE PLAN (CTAP) /INTERAGENCY CAREER TRANSITION PLAN (ICTAP): Surplus or displaced employees covered by the U.S. Department of Health & 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 & 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 these hyperlinks: for **CTAP** at: <http://www.ihs.gov/JobCareerDevelop/JobAtIHS/doc/ctap.doc>, and for **ICTAP** at <http://career.psc.gov/chpublic/ictap.html>.

To Claim Veterans' Preference – applicants must submit a copy of their DD-214 or other proof of eligibility. Veterans with service connected disability and others claiming 10 point preference, must submit a completed SF-15, "Application for 10-Point Veterans' Preference", with all supporting documents. For more specifics on all Veterans employment issues such as Veterans' preference or special appointing authorities, please refer to the Vet Guide at: <http://www.opm.gov/veterans/html/vetguide.asp>.

Under the *Veterans Employment Opportunities Act (VEOA)*, 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 for permanent positions as an MPP candidate; however veterans' preference is not a factor in these appointments. Candidates must submit a copy of their DD-214 or other proof of eligibility.

SELECTIVE SERVICE: 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.

CONDITIONS OF EMPLOYMENT:

IMMUNIZATION REQUIREMENT - In accordance with the IHS Employee Immunization policy, selectee will be required to be immunized against measles and rubella by providing documentation/proof of immunity to measles and rubella prior to entrance on duty. Exceptions are persons born before 1957 who 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 vaccine or 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.

How to Apply

How To Apply:

SUBMIT APPLICATION TO: Western Region Human Resources Division, 1220 SW 3rd Avenue, Rm 476, Portland, OR 97204, by close of business on the closing date of the vacancy announcement. Faxed applications will be accepted at (503) 326-5787, followed by the original application. All applications become property of the Human Resources Division and will not be returned. Therefore, all original documents and the completed application forms should be duplicated before being submitted.

REQUIRED DOCUMENTS AND SUPPORTING DOCUMENTS ARE AS LISTED BELOW:

1. OF-612, Optional Application for Federal Employment; Resume; or any other written application format. Refer to "Resume or Application must contain" below.
2. OF-306, Declaration for Federal Employment, revised January 2001 – must be fully completed and submitted with current dated 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. 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. Form is available at:
<http://www.ihs.gov/NonMedicalPrograms/DHR/index.cfm?module=applicants>.
3. Addendum to Declaration for Federal Employment (OF-306) Indian Health Service Child Care and Indian Child Care Worker Positions for Civil Service and Commissioned Corps applicants – must be fully completed and submitted with current dated signature. Form No. 0917-0028 (expires 2/28/09) is available at: <http://www.ihs.gov/NonMedicalPrograms/DHR/Documents/ApplicantInfo/PL101-630.pdf>
4. BIA-4432, Verification of Indian Preference – if claiming Indian Preference, applicants must submit a copy of a properly completed and signed Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS". Indian Preference will not be given unless the BIA form 4432 is submitted with application/resume.
5. SF-50, Personnel Action – if a current or former Federal Employee, or if requesting Reinstatement Eligibility, proof of Career or Career-Conditional Status must be submitted.
6. Form DD-214, if claiming 5 pt. veteran's preference. If claiming 10 pt. or more veteran's preference, submit Form DD-214, Standard Form 15 and required proof of entitlement from VA.
7. Most recent performance appraisal for current Federal employees.
8. Response to Knowledge, Skills and Abilities – supplemental statement specifically addressing evaluation criteria (KSAs). Failure to respond to the KSA questions may result in loss of consideration.
9. Copy of college transcript(s) – required for verification/documentation of qualifying education. Appointee must provide an official college transcript at the time of appointment.
10. To request CTAP/ICTAP special selection priority, you must submit a copy of the RIF separation notice, Certification of Expected Separation (CES) or Notice of Proposed Separation for declining a Directed Reassignment or Transfer of Function outside the local commuting area.

RESUME OR APPLICATION MUST CONTAIN - Although the Federal Government does not require a standard application form for most jobs, certain information is needed to evaluate your qualifications. If you decide to submit any other format, other than the OF-612; (i.e., a resume), the following information

must be included:

- **JOB INFORMATION** – Announcement number, title and grade.
- **PERSONAL INFORMATION** – Full name, mailing address (with zip code), day and evening phone numbers (with area code), country of citizenship, reinstatement eligibility, highest Federal civilian grade held, veteran's preference.
- **EDUCATION** – High school name, city and state, colleges or universities, name, city and state, majors and type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours), copies of transcripts if the announcement specifies minimum educational requirements or if you are qualifying based on education.
- **WORK EXPERIENCE** – Give the following information for your paid and non-paid work experience related to the job for which you are applying. (Do not send job description.) Job title (include series and grade if Federal employment), duties and accomplishments, employer's name and phone number, starting and ending date (month and year), hours per week, salary. Indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS** – Job related training courses (title and year), job related skills, (for example, other languages, computer software skill, and machinery used, typing speed, etc.), job related certificates and licenses, job related honor societies, leadership activities, public speaking and performance awards (give dates but do not send documents unless requested in the announcement).

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, INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE. All application forms are 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.

Contact Information:

Angela Peshlakai
Phone: 503-326-3298
Email: angela.peshlakai@ihs.gov

Or write:
Department Of Health And Human Services
1220 SW 3rd Street, Rm 476
Portland, OR 97204
US

What To Expect Next:

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. You will be notified of the outcome.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an

employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

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Send Mail

Send Mail to:

Department Of Health And Human Services
1220 SW 3rd Street, Rm 476
Portland, OR 97204
US



Questions?

For questions about this job:

Angela Peshlakai
Phone: 503-326-3298
Email: angela.peshlakai@ihs.gov

USAJOBS Control Number: 1541770

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