

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
**NAVAJO REGION**  
**INDIAN HEALTH SERVICE**



**VACANCY ANNOUNCEMENT**  
 FD-09-58

**OPENING DATE**  
 May 08, 2009

**CLOSING DATE**  
 May 21, 2009

**POSITION**  
 ACCOUNTING TECHNICIAN

**LOCATION AND DUTY STATION**  
 PHS INDIAN HOSPITAL, BUSINESS OFFICE  
 DUTY STATION: FORT DEFIANCE INDIAN HOSPITAL

**GRADE/SALARY**  
 GS-0525-06, \$33,135 - \$43,076 PER ANNUM

**NUMBER OF VACANCIES**  
 ONE VACANCY, PCN# PI0606

**APPOINTMENT**  
 ● PERMANENT  
**SUPERVISORY/MANAGERIAL**

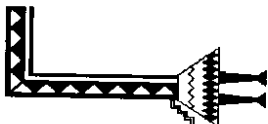
**WORK SCHEDULE**  
 ● FULL-TIME

**AREA OF CONSIDERATION**  
 ● COMMUTING AREA  
**PROMOTIONAL POTENTIAL**

● NO  
**HOUSING**  
 ● PRIVATE HOUSING ONLY

● NO  
**TRAVEL/MOVING**  
 ● NO EXPENSES PAID

**DUTIES:** This position is located in the Business Office of the Fort Defiance Indian Hospital. Maintains accounts by reviewing documents to verify accounting data as necessary entering data into the system. Incumbent reconcile accounts comparing account balances with related data to assure agreement; reviewing records and source documents to identify the sources of discrepancies; and determine the entries required to bring the account to balance. Prepare reports reflecting the examinations made, discrepancies noted, and the corrective entries required adjusting accounts. Examine accounts or resolve difficult reconciliation requiring an analysis of adjustments and corrective entries in the patient account system. Trace transactions enter and prepare and or provide supporting documents reflecting the source of discrepancies, corrective action required to bring accounts into agreement, prove the accuracy of adjusted accounts, and recommend actions to prevent recurrence of similar discrepancies. Performs work consisting of examination for accuracy of claims and other request for payment for services provided by the government; reimbursement of expenditures made by beneficiaries and non-beneficiaries for such purposes as medical care and treatment. Maintains the automated accounts receivable ledger associated with third party payer claims. Responsible for associated records and documentation. Reviews and reconciles all third party payer documents for correct data on all third party vouchers for an accurate claim numbers. Prepare all pertinent documents for refunds to payers; this process involves direct communication with payers and Navajo Area Finance. Prepares monthly, quarterly and annual reconciliation and recapitulation of third party billing to assure that collection, billed data, and the computerized and manual reports are in balance. Reviews and examines various bill types of patient care to third party payers and performs third party collection posting to the automated account receivable program. Receives and review all Explanation of Benefit and remittance from third party payer. Identifies and records proper claims numbers on each remittance and post to the appropriate account. Responsible for the accurate processing of secondary and tertiary billing after posting payment of initial claims. Maintains current documentation and guidelines pertaining to reimbursement activities in appropriate files, binders and ensures preparation and distribution of copies to all appropriate disciplines. Maintains EDI (Electronic Data Interchange) applications for automated posting into RPMS Accounts Receivable. Initiates file transfer of ANSI file (electronic Remittance Advice and Explanation of Benefits) from PNC Bank to computer work station in the Business Office. Initiates download of electronic files to RPMS Accounts Receivable module. Monitors, identifies and reports any application problems with non-IHS programmers. Incumbent safeguards the contents of the alternate resources program health insurance claims as privileged communication which disclosure of information only within the limits of IHS policy. Completes special projects within required time frame to ensure compatibility of project specifications. Verify the accuracy of payment history for the period involved, determines the extent of underpayment or overpayment, if any. Responsible for assisting in the timely resolution of unidentified cash received by the hospital according to hospital policy and procedures. Performs other related duties as assigned.



**THIS POSITION IS LOCATED IN A TOBACCO-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.PRIVATE**

**POSITIVE EDUCATION REQUIRED:** NONE

**LICENSURE REQUIRED:** NONE

**BASIC QUALIFICATIONS:** Candidates must have 52 weeks of specialized experience equivalent to the GS-05 grade level to qualify for the GS-06 grade level.

**SPECIALIZED EXPERIENCE:** Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSAs) 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 the type of experience that will be credited are: Knowledge of existing accounting systems, standard accounting codes, classifications and terminology; an understanding of agency accounting policies, procedures, and requirements; and the ability to apply various accounting methods, forms and techniques. Classifying accounting techniques maintain and reconcile accounts; close accounts and prepare reports and statements; analyze accounting data; and examine accounts.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** GS-06: Generally, not applicable.

**SELECTIVE PLACEMENT FACTOR:** NONE

**TIME-IN-GRADE REQUIREMENTS:** Candidates applying under the provisions of the Merit Promotion Plan must have had 52 weeks of specialized experience equivalent to at least the GS-05 level to qualify for the GS-06 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.

**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.

**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-0525 for complete information. Substitution of education for experience will be made in accordance with those standards. You must submit official transcripts to receive credit for education. For more complete information contact your Servicing Personnel Office.

**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 application 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).

**INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) 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, you may be entitled to receive special priority consideration under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration, you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limit) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Excepted Separation (CES) and the date of the RIF separation has not passed and you still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application package.
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.
4. Be currently employed by DHHS 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. Meets the basic qualifications for the position, any documented selective factor, and physical requirements with any reasonable accommodations and are able to satisfactorily perform the duties of the position without undue interruption.

**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 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 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 commuting 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 (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 Appraisal, Training, Letters of Commendation, Self-Development, Awards and Outside Activities that are related to the position. To receive full credit for your qualifications, provide a narrative statement that fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) 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 OF THIRD PARTY REIMBURSEMENT SOURCES.
2. KNOWLEDGE OF ICD-9 AND CPT-4 CODING.
3. ABILITY TO PRIORITIZE WORK ASSIGNMENTS AND WORK INDEPENDENTLY.
4. ABILITY TO COMMUNICATE ORALLY AND IN WRITING.

(SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS).

**NOTE:** "Declaration for Federal Employment" (OF-306) and Addendum to OF-306, BOTH FORMS 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.

**THIS POSITION HAS BEEN IDENTIFIED AS A UFMS CRITICAL USER FOR LEVEL V or Level VI THEREFORE A Background Security clearance is required.**

**"DESIGNATION OF CHILD CARE POSITION UNDER PL 101-630 AND PL 101-647"**

**HOW & WHERE TO APPLY:** All applicant must submit ONE of the following to the Fort Defiance Indian Hospital, Human Resources Department, P. O. Box 649, Fort Defiance, AZ 86504, by close of business (5:00 PM) on the closing date. For more information contact: Sarah V. Morgan, HR Specialist at (928) 729-8265.

1. OF-612, Optional Application for Federal Employment; OR
2. \*\*Resume; OR
3. \*\*Any other written application format; PLUS Official Transcript of college courses; 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 Preference Certificate, BIA Form 4432 "Verification of Indian Preference for Employment in BIA and IHS 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.

**\*\*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-points. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles;
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior 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 shows Total semester or Quarter Hours earned). (Attach Transcripts);
10. Work Experience (paid and nonpaid) – Job, title, duties and accomplishments, Employer's Name and Address, Supervisor's Name and phone number, starting and ending dates (month/year), hours/week, and salary.
11. Indicate if we may contact your current Supervisor.
12. Job-related Training courses, Skills, Certificates, Registrations and Licenses (current only), Honors, Awards, Special Accomplishments.

**THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION**

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**NOTE:** Applicants who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their Veteran's Preference determination, Education, Training and/or Experience.

Listed below are the items that would assist us in rating and ranking your application for employment:

- A. Copy of latest SF-50, Notification of Personnel Action, if current or prior Federal employee.
- B. Copy of your most recent performance appraisal.

**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 of more of continuous active service may apply.

**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 SOLELY 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. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

.....s/ *Sarah V. Morgan*  
 HUMAN RESOURCES CLEARANCE

*May 7, 2009*  
 DATE

**EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER FD-09-58... 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.**

**ELECTRONIC OR FAXED APPLICATION OR DOCUMENTS WILL NOT BE ACCEPTED.**

**Applications mailed using government postage or through an internal government mail system will not be considered.**

**SUPPLEMENTAL QUESTIONNAIRE  
ACCOUNTING TECHNICIAN, GS-0525-6**

1. **KNOWLEDGE OF THIRD PARTY REIMBURSEMENT SOURCES.** The person in this position must have knowledge of various federal, state, and private insurance programs which will allow the hospital, health center, and field clinics to collect funds for medical care rendered to beneficiaries and non-beneficiaries to supplement appropriated funds. This includes the ability to operate a computer to post all collections received in the automated accounting receivable system. 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)

2. **KNOWLEDGE OF ICD-9 AND CPT-4 CODING.**

This knowledge is needed to accurately code all billable items abstraction from medical documentation utilizing ICD-9 and CPT-4 coding books. What in your background shows you have this knowledge?

What was the duration of these activities?

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

3. **ABILITY TO PRIORITIZE WORK ASSIGNMENTS AND WORK INDEPENDENTLY.**

The person in this position must have the ability to function effectively under pressure of time and or handling several tasks at once by efficiently planning and organizing work and properly determine priorities. What in your background shows you possess this ability?

What was the duration of these activities?

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

4. **ABILITY TO COMMUNICATE ORALLY AND IN WRITING.** This is the ability to meet and deal in a tactful manner with a variety of individuals in IHS, other agencies, private organizations both in person and by telephone. This also includes the ability to gather data, compile and prepare clear and concise written material reports. What in your background shows you possess this ability?

What was the duration of these activities?

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**