

**NAVAJO AREA  
INDIAN HEALTH SERVICE**



**VACANCY ANNOUNCEMENT**

FD-06-65

**OPENING DATE**

05-02-06

**CLOSING DATE**

05-15-06

**POSITION**

Billing Technician (OA)

**LOCATION AND DUTY STATION**

Business Office  
Fort Defiance Indian Hospital, Fort Defiance, AZ

**GRADE/SALARY**

GS-0503-05, \$28,349 per annum

GS-0503-06, \$31,601 per annum

**NUMBER OF VACANCIES**

One (01) Vacancy      PCN: PC 06 24

**APPOINTMENT:** Permanent

**WORK SCHEDULE:** Full Time

**AREA OF CONSIDERATION:** Commuting Area

**SUPERVISORY/MANAGERIAL:** NO

**PROMOTION POTENTIAL:** Yes, to Grade 06

**HOUSING:** PRIVATE HOUSING ONLY

**TRAVEL/MOVING:** NO EXPENSES PAID

**DUTIES:** Responsible for the accurate and timely preparation and submission of claims to third party payers, intermediaries, and responsible parties according to established hospital policy and procedures. Responsible for maintenance and control of unbilled claims for an assigned section of patient receivables. Responsible for verification that all control functions assigned are maintained daily as set forth in hospital policy and procedures. Review system generated reports daily to identify claims that are ready for billing. Prepare and submit claims to third party payers, intermediaries or responsible parties within 24 hours after all information for billing becomes available. Responsible for the error correction for all rejected/suspended claims previously submitted to third party payers and intermediaries and patients according to hospital policy and procedures. Notifies supervisor of all claims deemed non-billable, along with reason(s) on a daily basis. Documents all activities performed on patient accounts in the patient financial folder such as date billed and to whom. Provides supervisor with an accurate account of all claims in the assigned section of patient receivables responsible for. Submits a Daily Billing Productivity report reflection the beginning inventory, claims billed and remaining balance at the end of the shift. Responsible for self-education by reading all third party newsletters, periodicals and updates circulated by management. Attend all continuing education opportunities made available. Other duties 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:** Candidates must have 52 weeks of specialized experience to equivalent to at least GS-04 to qualify for the GS-05 level; and applicants must have 52 weeks of specialized experience equivalent to at least GS-05 to qualify for the GS-06 level.

**SPECIALIZED EXPERIENCE:** Experience that equipped the applicant with the particular

POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT.



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. Example of the type of experience is in posting, reviewing, and verifying payments; preparing reports of all transactions; and auditing claims for accuracy and completeness. This experience must in a healthcare setting.

**PROFICIENCY REQUIREMENTS:** In addition to meeting experience or education requirements, applicants must present evidence of passing the typing performance test required by presenting a certificate of proficiency from a school or other organization authorized to issue such certificate attesting to the required degree of proficiency in typing (**40 wpm typing speed; WPM are based on five minute sample with three or fewer errors and must be within the last three (03) years**). *Self-certifications will not be accepted.* To make an appointment for a typing test, contact the HR Front Desk, at (928) 729-8258. **TYPING PROFICIENCY CERTIFICATE MUST BE SUBMITTED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.**

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** For GS-05: Successfully completed four (4) years of education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite is creditable. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. Submit an official transcript to receive credit for education. GS-06: Generally not applicable.

**SELECTIVE PLACEMENT FACTOR:** NONE

**TIME-IN-GRADE REQUIREMENTS:** A candidate may be advanced to a position in grade GS-5 or below if:

- 1) The position is no more than two grades above the lowest grade level he/she held within the preceding year under non-temporary appointment; or
- 2) He/she met the above restriction for advancement of the grade of the position to be filled, at any time in the past; or
- 3) He/she previously held a position to be filled, at any time under any type of appointment.

Candidates apply under the provision of the Merit Promotion Plan must complete at least 52 weeks of service at the GS-05 level to qualify for the GS-06 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.

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**NOTE:** Refer to OPM Operating Manual Qualification Standard Handbook or IHS Excepted Service Qualification Standard, Series GS-0503 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.

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**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 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 eligibles 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.

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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 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 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 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.

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**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 Third Party Reimbursements Sources.
2. Knowledge of Medical Terminology.
3. Knowledge of ICD-9/CPT Coding.

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***SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.***

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**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 on the *IHS Addendum* 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.**

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**HOW & WHERE TO APPLY:** All applicants must submit **ONE** of the following to the Fort Defiance Indian Hospital, Personnel Department, P. O. Box 649, Fort Defiance, AZ 86504, by close of business (5:00 PM) on the closing date. **For more information contact: Jeanita Williams, HR Specialist at (928) 729-8255.**

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

A **copy** of an **Official Bureau of Indian Affairs Preference Certificate, BIA Form 4432** (or equivalent form issued by a Tribe authorized by P.L. 93-638 contract to perform the certification function on behalf of the BIA), signed by the appropriate BIA Official, **must be submitted if the applicant claims Indian Preference** OR appropriate BIA form showing 50% or more blood quantum if applicant is not an enrolled tribal member. 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.



**SUPPLEMENTAL QUESTIONNAIRE**  
**Billing Technician, GS-0503-05/06**

1. **KNOWLEDGE OF THIRD PARTY REIMBURSEMENT SOURCES** This includes knowledge of Federal, State and Private programs, which will allow the hospital to collect for medical care rendered to beneficiaries to supplement, appropriated funds. 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)

2. **KNOWLEDGE OF MEDICAL TERMINOLOGY.** This is the knowledge of medical terminology, disease processes and anatomy and physiology as it relates to functions and activities. This includes a thorough and current knowledge of third party billing and ICD-9 coding in order to interpret and apply them. 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)

3. **KNOWLEDGE OF ICD-9/CPT-4 CODING.** This is the knowledge to accurately code all billable items abstracting from medical documentation utilizing ICD-9 and CPT-4 coding books. 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)

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**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

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Date