Job Title: Lead Medical Records Technician

Department: Department Of Veterans Affairs

Agency: Veterans Affairs, Veterans Health Administration

Job Announcement Number: AH-11-JB-571336

SALARY RANGE: $50,154.00 to $65,196.00 / Per Year

OPEN PERIOD: Thursday, December 01, 2011 to Thursday, December 15, 2011

SERIES & GRADE: GS-0675-09

POSITION INFORMATION: Full Time - Excepted Service Permanent

DUTY LOCATIONS: 1 vacancy(s) - Dallas, TX United States View Map

WHO MAY BE CONSIDERED: United States Citizens

JOB SUMMARY:

Vacancy Identification Number (VIN): 571336 (Include # on all documents)

THIS IS AN EXTENSION OF ANNOUNCEMENT NUMBER AH-11-JB-520637 TO EXPAND THE AREA OF CONSIDERATION.

To fulfill President Lincoln's promise – "To care for him who shall have borne the battle, and for his widow, and his orphan" – by serving and honoring the men and women who are America's Veterans. How would you like to become a part of a team providing compassionate care to Veterans?

KEY REQUIREMENTS

- U. S. Citizenship
- Must pass pre-employment examination
- English Language Proficiency required
- Background and-or Security Investigation required

DUTIES:
This position is located in the Health Information Management Service (HIMS) at the VA North Texas Health Care System (VANTHCS). As Lead Coder, the incumbent is responsible for maintaining the quality of patient records, assigning appropriate International Classification of Diseases Clinical Modification (ICD-9-CM), Current Procedural Terminology (CPT-4) and Healthcare Common Procedure Coding System (HCPCS) codes, and various other duties as assigned. Incumbent codes diagnosis, operations and procedures based on knowledge of coding systems ensuring that codes are complete and conform to accepted VA regulations, Joint Commission on Accreditation of Healthcare Organizations (JCAHO), ICD coding conventions, and guidelines for optimal reimbursement. Incumbent thoroughly reviews patient’s record to ensure all conditions of care, operations and procedures are properly documented by the clinician and sequenced in order of importance, and insures all documentation is present and in an appropriate format, sequenced, identified and signed ensuring that documentation meets JCAHO and VA requirements. Reviews patient record before assigning pertinent codes and submitting the most accurate information relating to admissions, operations, procedures, and changes in treating specialty, diagnosis and disposition for each episode of hospitalization at the facility and public and private hospitals paid for by the facility. Completes Patient Treatment File (PTF) for each admission by abstracting pertinent information. Assists in completion of census, Minimum Data Sets (MDS) for NCHU patients and other special surveys before closeout. Ensures that PTF workload is loaded, transmitted and accepted by 19th of every month in accordance with Central Office mandate. Completes inpatient and Pro Fee coding on all inpatient charts with 10 days of discharge. Codes assigned outpatient encounters within 7 days of event. Incumbent helps staff maintain productivity standards of 70 encounters for outpatient and Pro Fee encounters, 13 PTF without Pro Fees and 9 PTF with Pro Fees. Ensures that staff maintains an accuracy rate of 95% based on reviews and/or spot checks. Educates providers through feedback, email queries, or informal meetings. Incumbent assists in training new personnel and/or students assigned to the department.

Duty Hours:  Monday - Friday 8:00 am-4:30 pm

Grade and salary to be determined by the Medical Records Technician Professional Standards Board.

Relocation expenses and/or incentives are not authorized.

**QUALIFICATIONS REQUIRED:**
VA Handbook 5005/15, Part II, Appendix G35, MEDICAL RECORD
TECHNICIAN QUALIFICATION STANDARD, dated March 17, 2006,

BASIC REQUIREMENTS


B. Experience and Education

(1) Experience. Two years of experience that demonstrates the applicant's ability to perform the work, or provides familiarity with the work. Six months of the required 2 years of experience must have provided the knowledge, skills, abilities, and other characteristics (KSAs) needed to perform MRT work.

OR,

(2) Education. Successful completion of an associate's degree with a major field of study in medical record technology/health information technology which was accredited by the American Health Information Management Association (AHIMA) at the time the program was completed.

OR,

(3) Experience/Education Combination. Equivalent combinations of experience and education are qualifying. The following educational/training substitutions are appropriate in this provision for combining education and experience:

(a) Successful completion of an associate's degree in a field of study other than medical records/health information will substitute for 18 months of the required experience.

(b) Successful completion of a course for medical technicians, hospital corpsmen, medical service specialists, or hospital training, obtained in a training program given by the Armed Forces or the U.S. Maritime Service under close medical and professional supervision, may be substituted on a month-for-month basis for up to 1 year of experience.
Successful completion of a post-high school course of study in medical record technology, which includes courses in anatomy, physiology, and medical record techniques and procedures, may substitute on a month-for-month basis for up to 1 year of experience.

Successful completion of post-high school courses for medical administrative personnel, obtained in a closely supervised training program given by the Armed Forces, may be substituted for experience on a month-for-month basis for up to 6 months provided the training program included courses in anatomy, physiology, and medical record techniques and procedures.

C. Physical Requirements. A physical will be required for this position.

D. English Language Proficiency. MRTs must be proficient in spoken and written English.

SPECIALIZED EXPERIENCE FOR GS-09 LEVEL: One year of experience comparable to the next lower grade level (GS-8) and must fully meet the KSAs at that level: (1) Ability to analyze the medical record to identify all pertinent diagnoses and procedures for coding, and to evaluate the adequacy of the documentation. This includes the ability to read and understand the content of the medical record, the terminology, the significance of the comments, and the disease process/pathophysiology of the patient; (2) Skill in reviewing medical record documentation and assigning current versions of the classification systems required in the current position, such as ICD and CPT; and (3) Advanced knowledge of the full scope of coding and abstracting including inpatient discharges, surgical cases, diagnostic studies and procedures, outpatient encounters, and inpatient professional fees for a highly diversified range of specialties and subspecialties, such as orthopedics, neurosurgery, cardiology, gastroenterology, plastic surgery, spinal cord injury, blind rehabilitation, anesthesia, acute and long term psychiatry including addiction treatment, hospice, ambulatory surgery, and other types of care. Examples of qualifying specialized experience include: organize, process, and maintain medical records and health information; assemble, review, analyze, code abstract, maintain, compile and extract medical record and health data; check medical records for completeness, accuracy, and compliance with requirements of regulatory and accrediting agencies; maintain clinical registries and work to meet standards of regulatory and accrediting agencies. In addition, the candidate must demonstrate the following technical KSAs:

(1) Ability to work with a team to provide technical guidance, plan, organize, and coordinate activities of a medical record function in order to effectively complete job duties of assignment such as distributing workload, monitoring the status and progress of work, monitoring accuracy of work, approving leave, etc.;
Comprehensive knowledge of medical record technology theories, methods, procedures, and techniques for assigned areas; and

Ability to communicate tactfully and effectively, both orally and in writing, in order to meet program objectives. This may include preparing reports in various formats and presenting data to various organizational levels.

**CERTIFICATION:** Certification is offered by AHIMA as a Certified Coding Associate (CCA), Certified Coding Specialist (CCS), Certified Coding Specialist-Physician-based (CCS-P), or Registered Health Information Technician (RHIT). Certification is offered by the American Academy of Professional Coders (AAPC) as a Certified Professional Coder Apprentice (CPC-A), Certified Professional Coder-Hospital Apprentice (CPC-H-A), Certified Professional Coder (CPC) or Certified Professional Coder-Hospital (CPC-H) and is highly desired at the higher grade levels.

**FINAL JOB OFFER IS CONTINGENT UPON PASSING A PHYSICAL (IF REQUIRED), AND RECEIPT OF POSITIVE FEEDBACK FROM LIST OF EXCLUDED INDIVIDUALS/ENTITIES (LEIE), HEALTHCARE INTEGRITY AND PROTECTION DATA BANK (HIPDB) FINGERPRINT CHECKS AND BACKGROUND CHECKS.**

All requirements must be met by the closing date of the vacancy announcement.

This position will be filled on a full-time permanent basis. Upon completing any required probationary period, the position will be permanent.

**IN DESCRIBING YOUR EXPERIENCE, PLEASE BE CLEAR AND SPECIFIC. WE MAY NOT MAKE ASSUMPTIONS REGARDING YOUR EXPERIENCE.**

**APPLICANTS PLEASE NOTE:** Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Applicants must, therefore, only report attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: [http://www.ed.gov/admins/finaid/accred/index.html](http://www.ed.gov/admins/finaid/accred/index.html). All education claimed by applicants will be verified by the appointing agency accordingly. *** If you are using foreign
education to meet qualification requirements, you must send a Certificate of Foreign Equivalency with your transcript in order to receive credit for that education. ***

**Veterans' Preference:**

When applying for Federal Jobs, eligible Veterans should claim preference on their application or résumé. Applicants claiming preference based on service-connected disability, or based on being the spouse or mother of a disabled or deceased Veteran, must complete an SF 15, Application for 10-Point Veteran Preference. Veterans who are still in the service may be granted tentative preference on the basis of information contained in their applications, but they must produce a DD Form 214 or other proof prior to appointment to document entitlement to preference. For more information on Veterans' Preference, please visit [http://www.fedshirevets.gov/job/veterans.aspx](http://www.fedshirevets.gov/job/veterans.aspx).

**HOW YOU WILL BE EVALUATED:**

Your application, résumé and/or supporting documentation will be verified. Please follow all instructions carefully. Errors or omissions may affect consideration for employment. You may also be evaluated based upon the question responses you provide during a structured interview. In responding to structured interview questions you should be sure to cite specific examples of experience, explain exactly what you did, and the outcome.

**BENEFITS:**

[Back to top](#)

Working for the Department of Veterans Affairs offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, thrift savings plan, and participation in the Federal Employees Retirement System. In addition to traditional "dollars and cents" benefits, we offer a range of benefits to help balance work and life. For more information please visit us at [http://www4.va.gov/JOBS/Job_Benefits/benefits.asp](http://www4.va.gov/JOBS/Job_Benefits/benefits.asp).

**OTHER INFORMATION:**

This position is in the Excepted Service and does not confer competitive status.

**HOW TO APPLY:**
To begin the process, click the Apply Online button at the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the Submit My Answers button at the end of the process.

**YOU MUST INCLUDE VA FORM 10-2850c IN YOUR APPLICATION PACKAGE TO BE CONSIDERED FOR THIS VACANCY.** You may upload the completed form to your USAJOBS or Application Manager account if you apply online. Then you can use the uploaded form again and again when applying for future vacancies. Please see this guide [http://www4.va.gov/OHRM/joblistings/uploading-and-using-documents-online.doc](http://www4.va.gov/OHRM/joblistings/uploading-and-using-documents-online.doc) for more information on uploading and re-using the form in your applications. Other required forms and documents can also be saved in your account and used the same way. Applicants are urged to apply online; this process is much easier and faster.

**Note:** To return to a previously Saved or Incomplete application, just reapply through your account in USAJOBS. Check your account ([https://my.usajobs.gov/Login.aspx](https://my.usajobs.gov/Login.aspx)) to see the status of your application after applying, including any messages that may have been sent to you.

If you cannot apply online:

1. Click the following link to view and print the occupational questionnaire: [View Occupational Questionnaire](http://www4.va.gov/OHRM/joblistings/uploading-and-using-documents-online.doc).
3. Fax the completed 1203FX form along with all supporting documents to (478)757-3144. Your 1203FX form must be placed on top of all materials being faxed and will serve as a cover page for your fax transmission.
4. Keep a copy of your fax receipt in case verification is needed.

To fax supporting documents you are unable to upload:

1. Complete this cover page [http://staffing.opm.gov/pdf/usascover.pdf](http://staffing.opm.gov/pdf/usascover.pdf) using the following Vacancy ID: 571336. You must use this fax cover sheet in order for your documents to be matched with your online application.
2. Fax your documents to (478)757-3144.
The complete Application Package must be submitted by 11:59 PM (EST) on Thursday, December 15, 2011.

**REQUIRED DOCUMENTS:**

You must provide a complete Application Package which includes:


2. Résumé (complete with experiences most relevant to the position, including name and address of employer, job title, starting and ending dates (month and year), average hours worked per week, and a description of your duties). **REQUIRED**

3. **Declaration for Federal Employment Optional Form OF-306**. **REQUIRED**

4. Responses to the questionnaire (if you were unable to complete online).

5. Copy of your transcript if you are using education to qualify.

6. **Copy of most recent Notification of Personnel Action SF-50. (IF APPLICABLE)**

7. Copy of most recent performance appraisal.

8. Evidence of your eligibility to apply for this vacancy (please see checklist).

9. Any other documents required by the checklist.

**AGENCY CONTACT INFO:**

*Employment Office*
*Phone: (214)857-1701*
*Email: NTXHRMSEMPLOYMENTOFFICE@VA.GOV*

*Agency Information:*
*Human Resources Mgmt*
*VAMC Dallas*
*4500 S Lancaster Rd*
WHAT TO EXPECT NEXT:

After we receive your complete application package (including any required documents), your qualifications will be reviewed to decide if you meet the basic requirements. You will be notified when this decision is made.