

Position Description

PD#: AS110190

Replaces PD#:

Sequence#: VARIES

MEDICAL RECORDS TECHNICIAN

GS-0675-06

Installation: FORT BELVOIR VA

Major Command:

VARIES

Region: NATIONAL

CAPITAL

Citation 1: OPM PCS MEDICAL, HOSPITAL, DENTAL & PUBLIC HEALTH GROUP

PD Library PD: NO

COREDOC PD:

Classified By: COL. MALONE, DCA

Classified Date: 02/21/2002

FLSA: NON-EXEMPT

Drug Test Required: VARIES

DCIPS PD: NO

Career Program: 00

Financial Disclosure Required:
NO

Acquisition Position:
NO

Functional Code: 00

Requires Access to Firearms:
VARIES

Interdisciplinary: NO

Competitive Area:
VARIES

Position Sensitivity: VARIES

Target Grade/FPL: 08

Competitive Level:
VARIES

Emergency Essential: VARIES

Career Ladder PD:
YES

Career Pos 1: [AS110184](#) GS-0675-07

Career Pos 2: [AS110182](#) GS-0675-08

PD Status: VERIFIED

Duties:

The duties of this position require no specific leadership training.

MAJOR DUTIES:

As a Trainee Ambulatory Data Coder, performs a variety of progressively complex duties to review and analyze ambulatory medical data, code medical diagnoses and procedures, and provide assistance to the professional staff. The work, under the supervision of a certified ambulatory coder, requires an extensive knowledge of procedural guides, accreditation references and complex medical terminology, anatomy and physiology in addition to an overall knowledge of DoD and Army medical regulations.

- Codes disease and injury diagnoses, acuity of care, and procedures in a wide range of ambulatory settings and specialties. References used for coding include the current International Classification of Diseases (ICD), Clinical Modification; American Medical Association Current Procedural Terminology (CPT); Health Care Financing Administration Common Procedure Coding System (HCPCS); Physicians' Desk Reference; and DOD unique codes. Selection of the appropriate codes and modifiers requires determining from several possible codes and references the one which most accurately describes the proper primary and subsequent diagnosis when multiple diagnoses are present; and selecting the proper descriptive code when more than one anatomical location is indicated. Insures that coding is performed in a manner which allows input of data into the computer system. Oversees coding function for the Ambulatory Data System and trains other personnel on proper, accurate and current coding practices.

(70%)

- Performs qualitative analysis to ensure accuracy, internal consistency and correlation of recorded data. Determines that diagnostic and procedural terminology used is consistent with currently acceptable medical nomenclature. Contacts appropriate medical staff members to rectify inconsistencies, deficiencies and discrepancies in medical documentation. Assures medical/legal requirements, JCAHO standards and Army regulations are met.

(20%)

- Reviews content of diagnostic and procedural templates in KG-ADS to ensure diagnoses and procedures meet current coding requirements and are an accurate reflection of the scope and practice for each unique specialty. Recommends changes to the templates based on revisions/deletions to ICD, CPT and HCPCS codes, changes in coding practices or nomenclature, and changes in clinic scope of practice. Ensures templates have the most appropriate listing of diagnoses and procedures to reduce the number of write-ins and to ensure high accuracy of the data entered into the Ambulatory Data System database.

(10%)

- Performs other duties as assigned.

FACTOR 1 Knowledge Required by the Position. Level 1-4, 550 points

Knowledge of, and skill in applying, a standardized body of rules, procedures, and operations, such as: Army ambulatory care medical records activities, operations, and regulations; general physiology, major anatomical systems, and related disease processes; laws and regulations related to the confidentiality of medical records and the release of information from medical records; computerized data entry and information system (ADM and CHCS); standard formats, forms, grammar, spelling, capitalization, and punctuation; Ambulatory Data Module (ADM) and CHCS computerized data entry and retrieval systems sufficient to: identify diagnostic, evaluation and management, and procedural information; organize patient charts to search and extract medical data; review records for completeness, accuracy, and compliance with applicable medical facility and accreditation standards; prepare correspondence, reports, and other material; and extract data for statistical and other reports.

FACTOR 2 Supervisory Control. Level 2-1, 25 points

How Work Is Assigned – The supervisor makes assignments with clear, detailed, and specific instructions that cover what to do, how to do it, and what to bring to the supervisor’s attention.

Employee Responsibility – The employee performs the work as instructed; and consults with the supervisor or higher-grade co-worker on problems not covered by the original instructions, or clarification of instructions.

How Work Is Reviewed – The supervisor closely reviews work in progress and when completed for accuracy, adequacy, and adherence to instructions and established procedures.

FACTOR 3 Guidelines. Level 3-3, 275 points

Guidelines Used – The employee uses guidelines that consist of a variety of technical instructions, technical manuals, medical facility regulations, regulatory requirements, and established procedures to include, but not limited to: DoD and Army manuals and regulations; and ICD-9-CM, CPT and HCPCS Level II code books; and are not completely applicable to some of the work or have gaps in specificity.

Judgment Needed – The employee uses judgment to adapt and interpret guidelines to apply to specific cases or problems; uses discretion and initiative to decide on the appropriate course of action to correct deficiencies and improve the reliability of the information; and may, within the framework established by higher authority, develop approaches to apply to new regulatory requirements, or to adapt to new technology.

FACTOR 4 Complexity. Level 4-3, 150 points

Nature of Assignment – Work consists of different, varied, and unrelated ambulatory medical record processes and methods, including reviewing the work of other employees to verify compliance with regulatory requirements.

What Needs To Be Done – The employee determines the relevance of many facts and conditions such as information contained in the record, legal and regulatory requirements, and other variables; and determines the appropriate action from many alternatives.

Difficulty and Originality Involved – The employee identifies and analyzes ambulatory medical records problems and issues and determines their interrelationships and the appropriate methods and techniques needed to resolve them.

FACTOR 5 Scope and Effect. Level 5-3, 150 points

Scope of the Work – Work involves performing a variety of specialized ambulatory medical records tasks, and resolving problems according to established criteria (e.g., processing ambulatory medical records and data that involve inconsistencies, discrepancies, and other non-routine problems); and developing, maintaining, and monitoring special registries that assist physicians in the care and treatment of patients.

Effect of the Work – Work affects the accuracy and reliability of ambulatory medical records, which in turn affect the outcome of research efforts; the outcome of internal and external audits; the quality of information physicians receive on such things as readmission and legal claims; and the quality of patient care rendered.

FACTORS 6 and 7 Personal Contacts and Purpose of Contacts. Level 2-b, 75 points

Employees within the medical facility, but outside of the immediate or related work units. Some contacts may be with the general public in moderately structured settings. Such contacts may include representatives from insurance companies, private physicians, other care providers, and individuals from other agencies or organizations seeking information. To initiate and follow through on work efforts or to resolve operating or technical problems related to the treatment of patients and/or the maintenance of patient records. Employees at this level influence or persuade individuals or groups who are working towards mutual goals and who have basically cooperative attitudes

FACTOR 8 Physical Demands. Level 8-1, 5 points

The work is mainly sedentary, but may require walking, bending, standing, and/or carrying of light items such as files and manuals. The work does not require any special physical effort or ability.

FACTOR 9 Work Environment. Level 9-1, 5 points

The work area is usually an adequately lighted, heated, and ventilated office or medical facility setting. The work environment involves everyday risks or discomforts that require

normal safety precautions.

TOTAL POINTS: 1,235

(Range of Points: 1105-1350 = GS-06).

Evaluation:

Not Listed