

Medical Records Technician (Health Information Technician)

Seagoville, TX

Summary

You can have a meaningful career with an agency that truly values a diverse workforce. You will find a diverse workforce employed from entry level jobs to senior management positions. We protect public safety by ensuring federal offenders serve their sentences of imprisonment in facilities that are safe, humane, and provide reentry programming. Employees at correctional facilities perform correctional work regardless of their specific occupation.

Responsibilities

- Analyzes medical records for completeness, consistency and compliance with Joint Commission on Accreditation of Healthcare Organizations (JCAHO), Bureau of Prisons and medical staff requirements. Takes measures to correct deficiencies by notifying the appropriate person. Performs the monthly medical record audit in coordination with the medical staff.
- Processes requests for medical information from outside hospitals, clinics, and physicians. Coordinates notification of transfers to other health services departments. Codes, using ICD-9-CM, complicated diagnoses and procedures for discharged inmates. Ensures diagnoses and procedures are supported in the medical record and appropriately reported via Sentry.
- Establishes medical records for all new admissions to facility; acquires, monitors and accounts for the medical records which accompany those patients transferred in from other BOP institutions.
- Along with all other correctional institution employees, incumbent is charged with responsibility for maintaining security of the institution. The staff correctional responsibilities precede all others required by this position and are performed on a regular and recurring basis.

Qualifications

- *Education:* As a general rule, education is not creditable above GL-5 for most positions covered by this standard; however, graduate education may be credited in those few instances where the graduate education is directly related to the work of the position.
- *Experience:* You must have at least one year of specialized experience equivalent in difficulty and complexity to the next lower grade level in federal service. Applicants at this level should be versed in medical terminology, medical records, and documentation requests and have the ability to examine medical records for completeness, consistency and compliance with Joint Commission on Accreditation of Healthcare (JCAHO).
- *Some examples of this qualifying experience are:*
 - Experience in discerning discrepancies or deficiencies, and prepare written notifications for corrective action concerning inmates files/patient records.
 - Experience in coding records using ICD-9-CM. Knowledgeable concerning the release of information under various methods to include the FOIA and Privacy Act.
 - Experience in developing various statistical reports to assist health service operations and be capable of retrieving information, conducting research and analyzing records for completeness and compliance with standards.
 - Experience in coordinating documentation and record information with hospitals, other treatment facilities, or other outside organizations and tracks progress of requested materials.
 - Credit will given for paid and unpaid experience. To receive proper credit, you must show the actual time (such as the number of hours worked per week) spent in activities.
- Education
 - ONLY if education is a requirement/substitution for specialized experience, applicant MUST upload legible transcripts as verification of educational requirement. Transcripts MUST be uploaded and electronically linked from USAJOBS at the time you apply and MUST include identifying information to include School Name, Student Name, Degree and Date Awarded (if applicable). All academic degrees and coursework must be completed at a college or university that has obtained accreditation or pre-accreditation status from an accrediting body recognized by the U.S. Department of Education. For a list of schools that meet this criteria, [Click Here](#).
 - Foreign Education: For information regarding foreign education requirements, please see Foreign Diploma and Credit Recognition at the U.S. Department of Education website: [Recognition of Foreign Qualifications](#).

- If you are selected for this position and qualified based on education (i.e. basic education requirement and/or substitution of education), you will be required to provide an OFFICIAL transcript prior to your first day on duty.

For More Information / To Apply

<https://www.usajobs.gov/GetJob/ViewDetails/568525800>