

Medical Records Technician (OA)

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Job Location: Lawton, OK

Full Time/Days

JOB SUMMARY:

This position is located in the Billing section of the Business Office at the Lawton Indian Hospital and is supervised by the Revenue Cycle Director. The primary purpose of the position is to abstract and interpret data from records in preparation and submission of properly executed outpatient and inpatient third party claims on a timely basis and re-bill or correct billing of accounts previously submitted.

QUALIFICATIONS

- To qualify for this position, your resume must state sufficient experience and/or education, to perform the duties of the specific position for which you are applying.
- Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; social). You will receive credit for all qualifying experience, including volunteer and part time experience. You must clearly identify the duties and responsibilities in each position held and the total number of hours per week.

BASIC REQUIREMENT(S):

Applicants must meet the following typing proficiency:

- 40 words per minute based on a five-minute sample with three or fewer errors.
- In addition to the Basic Requirements, you must also meet the Minimum Qualifications stated below.

MINIMUM QUALIFICATIONS:

Your resume must demonstrate at least one (1) year of specialized experience equivalent to at least the next lower grade level in the Federal service obtained in either the private or public sector performing the following type of work and/or tasks:

- GS-6: Abstracting and interpreting data from records in preparation and submission of properly executed outpatient and inpatient third party claims
- on a timely basis to third party payers and responsible parties and rebilling or corrected billing of accounts previously submitted.
- GS-7: Submit medical billing claims, correct billing transactions, follow up on Medicare and Medicaid denials and providing technical assistance pertaining to coding and medical billing.

FOR MORE INFORMATION/TO APPLY:

<https://www.usajobs.gov/job/771678900>