

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY

Medical Records Specialist 2
Full-time (80 hours bi-weekly)

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on the current DAS exam list

Location: Albert J. Solnit Children's Center - South Campus

Job Posting No: VB44754S

Hours: 1st shift; Monday - Friday 8:30 am - 9:00 pm

Salary: \$49,942.00 - \$64,819.00 annually

Closing Date: 09/30/2014

Example of Duties: Responsibilities will include but not be limited to: Performing highly technical duties in establishment, retention and maintenance of a filing system of medical records such as daily admissions and discharges, daily census, case histories, results of diagnostic tests, medical summaries, abstracts and signed releases of information; ensuring compliance with Joint Commission and CMS standards; preparing records for clinicians and doctors use; analyzing medical records and contents for completeness and quality; preparing medical and statistical reports (patient/youth diagnostic and demographic information, census log, discharge information, etc.); may microfilm medical records; may attend probate court hearings, give testimony, and prepare supporting documentation; planning Medical Records unit workflow and determining priorities; scheduling, assigning and overseeing staff in conjunction with another Medical Records Specialist 2; providing technical assistance to lower level medical records personnel; leading clerical employees in non-technical functions; making work assignments in typing (correspondence, reports, medical forms and cards, etc.), filing and basic records processing; performs, reviews and corrects complex coding (ICD/WHO, DRG, etc.), abstracting and indexing of reports; conducts or assists in conducting performance evaluations; acts as a liaison with units, agencies and outside officials regarding medical records practices; may train staff in proper coding and indexing of medical records; may make recommendations on policies or standards; may prepare reports and correspondence; performs related duties as required. Applicants with experience working in a congregate behavioral health setting serving children/adolescents preferred.

Eligibility Requirement: Applicants must have applied for and passed the Medical Records Specialist 2 exam and be on the current certification list promulgated by the Department of Administrative Services (DAS) for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Knowledge, Skills and Abilities:

Knowledge of relevant state and federal laws, statutes and regulations; knowledge of basic medical terminology and human anatomy; knowledge of medical coding principles and techniques with particular emphasis on International Classification of Disease Adopted procedures; knowledge of Joint Commission on Accreditation of Healthcare Organizations (JCAHO) medical records standards; knowledge of principles of statistical data tabulation; knowledge of office systems and procedures; interpersonal skills; oral and written communication skills; ability to maintain medical records and prepare reports.

General Experience:

Five (5) years of experience in the maintenance of medical records and preparation of statistical reports.

Special Experience: One (1) year of the General Experience must have been as a Medical Records Specialist 1 or its equivalent.

Substitution Allowed:

College training in medical records administration may be substituted for the General experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years. Certification as a Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT) is desirable, however, it is not required for appointment to this class.

Note: The filling of this position shall be in keeping with established reemployment, transfer, promotion, and SEBAC employment obligations.

Application Instructions: Current DCF employees having permanent status in this classification must submit an 1199 Lateral Transfer Request form. All others must submit a CT-HR-12 (State application), resume, letter of intent, original transcripts and a copy of any license or certification required to the address indicated; state employees must submit their two most recent performance appraisals in lieu of references. Please specify the posting number on all application materials. Incomplete application packets will not be considered. Please mail all applications materials to the address indicated. If you have previously applied for this position you do not need to reapply.

Solnit Center - South Campus
915 River Road
Middletown, CT 06457
Attn: Human Resources - Jasmyn Raymond

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.