

JOB OPPORTUNITY
DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES (DMHAS)
WESTERN CONNECTICUT MENTAL HEALTH NETWORK (WCMHN)

MEDICAL RECORDS SPECIALIST 1 – WC025671

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list.
Location: Quality & Information Management / Medical Records / Waterbury Area Office
Job Posting No: WC025671
Hours: Monday-Friday – 8:00 a.m. – 4:30 p.m. – 40 Hours per Week
Salary Range: \$ 41,440 to \$54,377
Posting Date: June 11, 2015 **Closing Date:** June 17, 2015

Eligibility Requirements:

1. Candidates must have **applied for and passed the Medical Records Specialist 1 exam and be on the current certification list** promulgated by the Department of Administrative Services for this classification.
2. State employees currently holding the above title or State employees who have previously attained permanent status may apply for lateral transfer.
3. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Special Requirements: Incumbents in this class must possess and retain a current/valid Motor Vehicle Operator's License. Incumbents in this class may be required to travel to multiple WCMHN sites.

Duties: Accountable for independently performing a full range of tasks associated with maintaining medical records. Maintains Medical Record Room and charts in good condition and proper order; Maintains records for all referrals, admissions, active clients, and discharges; Maintains physical charts; ensuring charts are in good repair, uniform and filed in approved order of filing; Attends to detail including inspecting medical record documentation and identifying omissions and errors; Files all assessment, treatment plan, and medical documents including laboratory and diagnostic test results; Performs routine coding of information supplied by physicians and other licensed professionals including diagnosis coding based on ICD-9/10 and DSM 5 guidelines and CPT procedure codes; enters data including admissions, discharges, demographic updates, program transfers, services and billing data into electronic health record. Prepares charts for newly admitted clients; Processes and closes charts for discharged clients; Thins charts according to overflow procedures to ensure each volume remains a manageable size; Prepares charts for audits; Prepares charts for archiving in accordance with State Retention Schedules. Responds to requests and prepares materials for release within required time frames. Reviews and verifies adequacy and completeness of Release of Information requests in accordance with State and Federal laws, including HIPAA. Compiles abstracts, prepares appropriate correspondence to pertaining to release of client records, documents and tracks the disclosure of client records. Tracks that specified medical records documentation is completed in accordance with Joint Commissions accreditation standards and CMS regulations including but not limited to Treatment Plans; Prepares statistical tabulations and generates reports including weekly activity log, census rosters, and treatment plan compliance reports; Demonstrates appropriate and effective interpersonal skills and oral and written communication skills. Utilizes computer technology to perform job functions; Provides on-site support and training to clinical staff in the use of the DMHAS Electronic Health Record. Job includes covering multiple record room locations in the Waterbury Area, providing coverage in Danbury and Torrington as requested, and retrieving records from State archival site as needed.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).). The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas - Employment Opportunities

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates = Medical Records Specialist 1** must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotion/demotion candidates** must submit pages 1-7 of the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All Other Candidates:** Individuals must be on the current certification examination list promulgated by the Department of Administration Services and complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application. The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

Email: Julie.Roy@ct.gov

OR

Fax: (203) 805-6440

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. (NP-3)