

Department of Mental Health and Addiction Services
Southwest Connecticut Mental Health System
JOB OPPORTUNITY
Medical Records Specialist 1 – SW105767

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

Open To: Public

Location: Greater Bridgeport Community Mental Health Center, 1635 Central Ave, Bridgeport CT

Program/Unit: Health Information Management Department Salary: \$40,233

Shift/Schedule/Hours: 1st shift, 8:00 a.m. – 4:30 p.m., Monday through Friday, 40 hours per week

Posting Date: March 6, 2014

Closing Date: March 12, 2014

Duties may include but not limited to: Quantitative analysis of inpatient and outpatient record, checking for signatures, completeness and correct form. Filing EPN, labs and treatment plans and other loose files in the medical record. Respond to the majority of requests for release of information from outside sources such as Lawyers' office, SSI, medical providers and clients. Assist in maintaining records using department filing system. Assist in purging active charts periodically as well as archive binders for outside storage. Inputting information in the data base for tracking request for information as well as for auditing the discharged records. Assist with ordering supply for department. Assist at any of the other HIM dept sites when the need arises. Follow HIPAA guidelines in release information for outside sources and subpoenas. Maintain PHI of clients as required by HIPAA standards.

Eligibility Requirement: 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. 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.**

Special Requirement: Must possess, retain, and carry valid Connecticut Drivers License. Travel in the community is required.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions: All applicants must 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.

PLEASE SEND APPLICATIONS TO:

**Nancy Derman, Human Resources Specialist
Southwest Connecticut Mental Health System
Human Resources, 97 Middle Street, Bridgeport CT 06604
Fax: (203) 579-6315
Email: SWCMHS.recruit@ct.gov**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply.