

CT VALLEY HOSPITAL
JOB OPPORTUNITY

MEDICAL RECORDS SUPERVISOR 1 – POSITION NUMBER CV~24333
ADMINISTRATIVE & SUPPORT SERVICES DIVISION

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

Open To: The Public

Location: CT Valley Hospital – Medical Records – Whiting Forensic Division

Hours: 1st shift – Monday – Friday, 8:00 a.m. to 4:30 p.m. (40 hours per week)

Salary Range: \$64,284.00 - \$83,103.00

Closing Date: April 16, 2015

The Medical Records Supervisor 1 duties include but are not limited to: Schedules, assigns, oversees and reviews work of staff; provides technical training and assistance in medical records procedures to subordinates and other hospital personnel; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development of policies and standards; designs and supervises health care information systems monitored by comprehensive statistical reports, detailed medical record form design and thorough medical record quality control checks; ensures compliance with Joint Commission on Accreditation of Healthcare Organizations (JACHO) standards; responds to court subpoenas and inquires for medical record information in accordance with state and federal confidentiality regulations and Joint Commission on Accreditation of Healthcare organizations standards, Medicare and/or Medicaid regulations, Public Health Code standards and other governing bodies which might impact on federal funding; interprets and administers pertinent laws; prepares or assists in budget preparation; maintains professional contacts with individuals both within and outside of state who might impact on record keeping activities; serves in a consultative role to medical professionals on proper methods of medical documentation; maintains various records and indices; may supervise microfilming or medical records; performs related duties as required.

Eligibility Requirement: Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of principles and practices of modern medical records administration; considerable knowledge of Joint Commission on Accreditation of Healthcare Organizations medical records standards; considerable knowledge of medical record terminology with particular emphasis on International Classification of Disease Adopted procedures (ICD), Diagnostic Statistical Manual (DSM) and Current Procedure Terminology (CPM); considerable knowledge of medical record coding principles and techniques; considerable knowledge of organization of medical institutions; knowledge of principles of statistical data tabulation and analysis; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability.

General Experience: Seven (7) years of experience in the maintenance of medical records and preparation of statistical reports.

Substitutions allowed: College training in medical record 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 for a Bachelor's degree.

Special Experience:

1. **Two years of the General Experience must have been at the level of a Medical Records Specialist 2 or its equivalent.**
2. **Certification as a Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT) will be required at the time of appointment to this class in accordance with the Accreditation Manual for Hospitals and the Joint Commission on Accreditation of Healthcare Organizations.**

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)

To be considered for this position:

1. **DMHAS employees who are lateral transfer, promotional/demotional candidates** must submit 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).
2. **All other 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.

EMAIL: CVH-RECRUIT@CT.GOV
FAX: (860) 262-5055

Connecticut Valley Hospital
Office of Human Resources ~ ATTN: Recruitment
P.O. Box 351 ~ Middletown, CT 06457

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. P-5