

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY

MEDICAL RECORDS SUPERVISOR 1
Full-Time (40 hours weekly)

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

Open To: The Public
Location: Albert J. Solnit Children's Psychiatric Center
Hours: Monday through Friday 8:00 am - 5:00 pm
Salary: \$60,593.00 - \$78,332.00 yearly
Closing Date: 04/30/2012
Posting Number: ES44754S

Examples of Duties:

This position will supervise the administration and maintenance of all medical records and supervision of Medical Records Specialists and other clerical support staff engaged in the quality assurance and technical review of medical records.

Experience and Training:

GENERAL EXPERIENCE - Seven (7) years of experience in the maintenance of medical records and preparation of statistical reports.

SPECIAL EXPERIENCE - Two (2) years of the General Experience must have been at the level of a Medical Records Specialist 2 or its equivalent. Certification as a Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT) will be required at the time of appointment.

SUBSTITUTION 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.

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

Application Instructions: To apply - submit a CT-HR-12 (employment application), resume, letter of intent, three (3) letters of professional reference, and a copy of certification; current state employees must submit their two most recent performance appraisals in lieu of references. The filling of this position shall be in keeping with established reemployment, transfer, promotion, and SEBAC employment obligations. Include the specified posting number on all application materials. Please mail all application materials to the address indicated.

DEPARTMENT OF CHILDREN AND FAMILIES
915 River Road
Attn: Victoria Brothers - Human Resources
Middletown, CT 06457
Fax: 860-704-4087

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.