

**DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY**

Medical Records Supervisor 1
Full-Time (80 hours bi-weekly)

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

Open To: The Public
Location: Albert J. Solnit Children's Center - South Campus
Hours: Monday through Friday 8:00 am - 5:00 pm
Salary: \$62,411.00 - \$80,682.00 yearly
Closing Date: 12/19/2013
Posting Number: VB44754S

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: Interested applicants must submit a CT-HR-12 (State application), resume, letter of intent, three (3) letters of supervisory reference, 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.

**DEPARTMENT OF CHILDREN AND FAMILIES
Solnit Center - South Campus
915 River Road
Attn: Jasmyn Raymond - 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.