Open To: THE PUBLIC
Location: CAPITOL REGION MENTAL HEALTH CENTER, 500 VINE STREET, HARTFORD, CT
Job Posting No: CR-81500
Hours: Monday through Friday; 8:00 am to 4:30 pm (40 hours per week)
Salary Range: (AR-23) $66,213.00 to $85,597.00 (NEW State Employees start at minimum salary)
Closing Date: August 31, 2017

This is a competitive classification that DOES NOT require candidates to have applied for and passed the Medical Records Supervisor 1 exam. EXAMINATION IS NOT REQUIRED.

Candidates MUST POSSESS the GENERAL and SPECIAL EXPERIENCE to qualify:

EXPERIENCE AND TRAINING:

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

Special Experience:
1. Two (2) 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) may be required at the time of appointment to this class in accordance with the Comprehensive Accreditation Manual for Hospitals (CAMH) and the Joint Commission.

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.

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 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 standards; responds to court subpoenas and inquires for medical record information in accordance with state and federal confidentiality regulations and Joint Commission 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.

Knowledge, Skill and Ability: 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 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.

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

Application Instructions: Qualified candidates who meet the above requirements should submit a cover letter, resume and a State of Connecticut Application for Examination and Employment (CT-HR-12).

PLEASE SEND APPLICATION TO:
Ramona Sablón, Human Resources Specialist
Capitol Region Mental Health Center – Human Resources Division
500 Vine Street, Hartford, CT 06112
Fax: (860) 730-8357 OR E-Mail: crmhrecruitment@ct.gov

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.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Ramona Sablón at 860 297-0905 or Ramona.sablon@ct.gov (P-5)