

**Department of Mental Health and Addiction Services**

**JOB POSTING**

**Connecticut Mental Health Center  
Medical Records Specialist 1- Position # CM76566**

**PLEASE NOTE: The location, fax number and e-mail information to send responses to postings has changed. Responses to postings must be sent to the facility where the vacancy exists; therefore, it is important to follow the specific application instructions at the bottom of this posting.**

**Location:** 34 Park Street, New Haven, CT 06519

**Program/Unit:** Medical Records Department

**Shift/Schedule/Hours:** 1<sup>st</sup> Shift / Monday – Friday / 8:30 AM to 5:00 PM / 40 Hours Weekly

**Salary:** \$41,440.00 - \$54,377.00

**Posting Date:** Friday, May 1, 2015

**Closing Date:** Thursday, May 7, 2015

**Duties may include but not limited to:** Checks all documentation for correct patient name and number, completion of data and authorized signature; files paperwork in chronological order within appropriate section of patient folders; maintains physical folders and contents; assembles patient charts into proper order; analyzes discharged charts and documents omissions and inconsistencies; follows periodic deadlines for reminding accountable staff of such requirements; pulls charts for clinical staff for scheduled visits; fulfills in-person and telephonic requests for records from clinical staff requests for charts on an as needed basis; returns charts to the proper location on shelves in the Medical Records Department; assembles new charts and additional charts on existing patients; enters data into the HIM department computerized Chart Tracking System; performs related duties as required. Assists with release of requests for information by opening requests, enter the request into a database. Determine the request is for a CMHC client, pull the medical record, and copy what material has been identified as appropriate. Coordinates with Health Information Department to assure that requests for information are processed according to current state and federal guidelines. Performs other related duties as required. Responsible for the entire process of the release of information of PHI for CMHC and four satellite clinics. Examines all incoming requests ensuring accuracy and completeness of the written request and validating that proper authorization abides by the Federal & State Statutes and CMHC Policies & Procedures before releasing the information. Follows up with verbal or written response to internal and outside agencies such as hospitals, physician offices, attorneys, probation offices, DCF, Bureau of Disability, and other state agencies if authorizations don't meet valid requirements for releasing. Follows HIPAA general requirements for the Privacy Rule and the appropriate safeguards to protect the privacy of Patient Health Information. Accurately identifies portions of the record as requested and ensures that only those records requested are released. Serves as a resource and works collaboratively with clients, clinical staff, co-workers, risk management and outside agencies regarding release of information and confidentiality. Communicates effectively and tactfully with clients and professional staff recognizing their needs, abilities and physical condition. Examines Subpoenas from Superior Court by interpreting and applying State Statutes and CMHC Policy before processing the subpoena. Ensures that the subpoena is properly addressed to the facility and signed appropriately with written court orders or client authorization. Represents CMHC in Courtroom appearances (in the absence of the supervisor) responding to subpoenas delivering the record if necessary to obtain the Judge's Court Order.

**Special Requirements** Must possess and retain a current motor vehicle operator's license.

**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.**

**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:** 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 candidates** (ex: Medical Records Specialist 1 applying to a Medical Records Specialist 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are 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).
3. **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.

**PLEASE SEND APPLICATIONS TO:**  
**DMHAS – Connecticut Mental Health Center**  
**ATTN: Donna Zwilling, Human Resources Assistant, FAX: (203) 974-7637**  
34 Park Street, New Haven, CT 06519  
**Email : donna.zwilling@ct.gov**

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at <http://www.ct.gov/dmhas/cwp/view.asp?a=2904&q=420408>

**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' persons with disabilities and in recovery are encouraged to apply. (NP-3)