State of Connecticut
EXAM ANNOUNCEMENT

EXAMINATION OPEN TO THE PUBLIC

MEDICAL RECORDS TECHNICIAN 1

ANNUAL SALARY: $37,737 $48,054	SALARY GROUP: CL 12	APPLICATION CLOSING DATE: DECEMBER 30, 2014	EXAM NO: 141731OCMB

PURPOSE OF CLASS: In the Tumor Registry section of the Department of Public Health and the Occupational Safety and Health section of the Department of Labor, this class is accountable for reviewing, classifying and coding medical and demographic data.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY DECEMBER 30, 2014.

GENERAL EXPERIENCE: Two years' experience performing medical coding duties or two years clerical experience in a medical office or tumor registry section of a general hospital or the Department of Public Health.

SUBSTITUTION ALLOWED: College training in medical secretarial work may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Knowledge of basic medical terminology and human anatomy; knowledge of coding principles and techniques; knowledge of medical abstracting practices and procedures; oral and written communication skills; basic interpersonal skills; ability to read and interpret medical records; ability to operate office equipment which may include personal computers, or other electronic equipment.

THE EXAMINATION WILL BE COMPOSED OF: (Exam questions will cover KSA's listed above.)	PART	WEIGHT
	WRITTEN	100%

THE EXAMINATION WILL BE HELD ON: WEDNESDAY, FEBRUARY 18, 2015
(Reserve the day as the exam may be scheduled in the morning or afternoon.)

APPLICATION PROCEDURE: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 **(Secure Fax #860-622-2875)**. If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. Applications must be date stamped by DAS/Human Resources or postmarked by December 30, 2014. **A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (http://das.ct.gov/employment) or at the Offices of the Connecticut State Job Centers.

7123 December 12, 2014

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, persons with disabilities and military veterans.