



EXAMINATION OPEN TO THE PUBLIC

MEDICAL RECORDS TECHNICIAN 1

ANNUAL \$35,569	SALARY	APPLICATION CLOSING	EXAM
SALARY: \$45,295	GROUP: CL 12	DATE: DECEMBER 7, 2012	NO: 121991OCMB

PURPOSE OF CLASS: In the Tumor Registry section of the Department of Public Health and in 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 THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **DECEMBER 7, 2012:**

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: 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 word processors, computer terminals or other automated equipment.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	WRITTEN	100%

THE EXAMINATION WILL BE HELD ON: TUESDAY, JANUARY 22, 2013.

(Reserve the day as the exam may be scheduled in the morning or afternoon. Applicants admitted to take both the Medical Records Technician 1 and the Medical Records Technician 2 examinations will only need to attend one examination session. You must apply for both examinations separately if you wish to be considered for jobs at both levels.)

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 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 7, 2012. 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.



Exam Announcement

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.