

DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY
MEDICAL RECORDS TECHNICIAN 2
PLANNING – Health Statistics & Surveillance – Tumor Registry

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

OPEN TO: The Public

POSITION CONTROL NUMBER: 012043EH **NOTE:** THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

LOCATION: 410 Capitol Avenue, Hartford, CT.

SHIFT/HOURS: 1st Shift/40 hours per week

SALARY GROUP/RANGE: CL 14 \$42,684* - \$56,009 (*NEW State Employees)

CLOSING DATE: February 23, 2017*

NOTE: Candidates applying for this position must meet the minimum qualifications required OR be eligible for lateral transfer.

Preferred Skills:

- Experience with medical abstracting and coding principles utilizing the ICD-0-coding and SnoMed nomenclatures;
- Experience with Anatomy, physiology, and pharmaceutical terminology, particularly with respect to oncology;
- Experience gathering clinical information from various resources and consolidating information from multiple reports;
- Experience communicating effectively with hospital registrars; Experience writing and interpreting analytic reports and assembling data for statistical purposes.
- CTR, RHIA/RHIT or eligible preferred.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skill and Ability: Considerable knowledge of medical terminology and gross human anatomy relating to cancer; considerable knowledge of coding principles and techniques used in Connecticut Tumor Registry and National Cancer Institute SEER Group; knowledge of proper use of International Codes of Disease; knowledge of standard procedures for cancer diagnosis and modes of therapy (such as radiation, chemotherapy, etc.); knowledge of hospital medical record and medical record library procedures; oral and written communication skills; interpersonal skills; ability to prepare and interpret statistical reports.

EXPERIENCE AND TRAINING

General Experience: Four (4) years' clerical experience in categorizing, cataloging, and assembling data for statistical purposes.

Special Experience: Two (2) years of the General Experience must have been at the level of a Medical Records Technician 1.

Substitutions Allowed: College training in medical secretarial work 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 two (2) years.

Special Requirement: Incumbents in this class may be required to travel.

PLEASE NOTE: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST SUBMIT A COMPLETE State of Connecticut Application Form for Examination and Employment (Form CT-HR-12), INCLUSION OF A RESUME IS OPTIONAL. THE ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

FAX: 860-730-8386
EMAIL: dph.recruitment@ct.gov
If mail is necessary, please send to:
Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308

* The closing date is for this posting. This may differ from the examination closing date for a competitive examination.

THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE HUMAN RESOURCES OFFICE AT 860-509-7177.