



EXAMINATION OPEN TO THE PUBLIC

MEDICAL RECORDS TECHNICIAN 2

ANNUAL \$39,061
SALARY: \$51,255

SALARY
GROUP: CL 14

APPLICATION CLOSING
DATE: DECEMBER 7, 2012

EXAM
NO: 121992OCMB

PURPOSE OF CLASS: In the Department of Public Health, Tumor Registry section, this class is accountable for acting as either a field representative and liaison to all hospitals reporting cancer cases in Connecticut, Rhode Island and Massachusetts, or a quality control review technician for medical coding and maintenance of the master tumor and follow-up magnetic tape files.

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: Four years' clerical experience in categorizing, cataloging, and assembling data for statistical purposes.

SPECIAL EXPERIENCE: Two years of the General Experience must have been at the level of a Medical Records Technician 1. (Medical Records Technician 1's are responsible for independently reviewing, classifying and coding medical and demographic data as the primary function of the job.)

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 to a maximum of two years.

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

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): 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.

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