

DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY

Medical Records Technician 2

Planning – Health Statistics & Surveillance – Tumor Registry

POSTING DATE: March 19, 2015

CLOSING DATE: March 26, 2015*

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

Open To: Candidates on a current certification list.

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

LOCATION: 410 Capitol Avenue, Hartford, CT

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

SALARY GROUP/RANGE: CL 14/\$41,440*-\$54,377 (*NEW State employees)

NOTE: Candidates must have applied for and passed the **Medical Records Technician 2** exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class 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.**

PREFERRED SKILLS:

- Experience abstracting, coding and editing cancer registry data.
- Experience in quality improvement processes such as coding and abstracting reviews and/or casefinding.
- Familiarity with ICD-O coding or ICD-9-CM and SnoMed nomenclatures.
- Anatomy, physiology, and pharmaceutical terminology expertise, particularly with respect to oncology.
- Experience gathering clinical information from various sources and consolidating information from multiple reports.
- Experience accessing various types of resources in order to obtain accurate information, instructions, or guidelines.
- Good oral and written communication skills.
- Experience setting priorities and managing time effectively.
- CTR, RHIA/RHIT or eligible preferred.

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.

Substitution Allowed:

College training in medical secretarial work may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of two (2) years.

Special Requirements: 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 ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308
FAX: 860-509-7184 (if faxing, only one application is necessary)
EMAIL: dph.recruitment@ct.gov

* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

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 AFFIRMATIVE ACTION OFFICE AT 860/509-7220.