



# EXAMINATION OPEN TO THE PUBLIC QUALITY ASSURANCE COORDINATOR

ANNUAL \$57,849  
SALARY: \$74,864

SALARY  
GROUP: AR 22

APPLICATION CLOSING  
DATE: FEBRUARY 15, 2012

EXAM  
NO: 120120OCJR

## SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

**PURPOSE OF CLASS:** In the Department of Public Health this class is accountable for data quality assurance in the Vital Records and Tumor Registry sections and for the supervision and quality assurance of health records on-site at hospitals and town halls.

### 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 **FEBRUARY 15, 2012**:

**GENERAL EXPERIENCE:** Five years experience in health vital records or tumor registry records and data base maintenance or in a related health data area.

**SPECIAL EXPERIENCE:** One year of the General Experience must have been in a supervisory capacity.

**SUBSTITUTIONS ALLOWED:** (1) College training in a health related field may be substituted for the General Experience on the basis of fifteen semester hours equaling six months of experience to a maximum of two years. (2) Accreditation in Medical Records as a Registered Records Administrator (RRA) or Accredited Records Technician (ART) may be substituted for two years of the General Experience. (3) A Master's degree in a health-related field may be substituted for one additional year of the General Experience.

**SPECIAL REQUIREMENTS:** Incumbents will be required to travel routinely within the State. Incumbents may be required to travel occasionally out-of-state.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of data collection, processing and data retrieval procedures; considerable knowledge of quality assurance procedures (i.e.; evaluating quality of work, establishing and implementing measurable standards of production of specific tasks); knowledge of medical terminology and procedural methodology applied to records management and records research; knowledge of and ability to apply principles and techniques of supervision; considerable interpersonal skills, especially the ability to work with professional staff on consultative and collaborative basis; oral and written communications skills.

### THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

### APPLICATION/EXAMINATION PROCEDURE

- APPLICANTS MUST SUBMIT:** (1) Completed Application Form (CT-HR-12)  
(2) Supplemental Examination Materials (see instructions below)

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 AND complete the required examination materials as detailed below. Applicants who do not submit the required application and examination supplemental materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS:** Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Quality Assurance Coordinator, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Quality Assurance Coordinator cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience in data collection, processing and data retrieval of automated health care records. Detail your experience using quality assurance procedures such as evaluating quality of work and data, establishing and implementing measurable standards of production for specific tasks and/or data. Describe experience in statistical data tabulation and analysis. Be specific as to your role in this function and the types and volume of records/data with which you have dealt. (2) Consultation/liaison experience. Detail your experience providing on-site consultation and problem solving to staff of health-related facilities. Be specific as to the nature of consultation/liaison activities you provided, to whom it was provided and your role in these activities. Also, include any experience providing technical assistance and training to others in coding, data entry of records and timely completion of contract deliverables. (3) Supervisory/lead experience. Detail your experience leading or supervising others including the numbers and job titles of those you lead/supervised. Include any experience conducting performance evaluations, scheduling and assigning work and training staff. Section 2. On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by February 15, 2012.** (5) **Mail applications/examination materials 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. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by March 28, 2012.** (8) A separate application/examination package 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>) and at the Offices of the Connecticut State Job Centers

### 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.