State of Connecticut
EXAM ANNOUNCEMENT

EXAMINATION OPEN TO THE PUBLIC

MEDICAL RECORDS SPECIALIST 1

ANNUAL SALARY: $40,233 – $52,793	SALARY GROUP: CL 14	APPLICATION CLOSING DATE: DECEMBER 22, 2013	EXAM NO: 131500OCMB

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In a state medical institution or facility medical records department this class is accountable for independently performing a full range of tasks associated with maintaining medical records and medical records coding activities.

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 **DECEMBER 22, 2013.**

GENERAL EXPERIENCE: Four years of experience in the maintenance of medical records **AND** preparation of statistical reports. (Applicants **must** have experience in both maintenance of medical records **and** preparation of statistical reports.)

SUBSTITUTION ALLOWED: College training in medical record administration may be substituted for the General Experience on the basis of fifteen semester hours equalling one half year of experience to a maximum of four years for a Bachelor's degree.

SPECIAL REQUIREMENT: Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment.

Note: Certification as a Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT) is desirable, however, it is not required for appointment to this class.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of basic medical terminology and human anatomy; knowledge of medical coding principles and techniques with particular emphasis on International Classification of Disease Adopted procedures; knowledge of principles of statistical data tabulation; knowledge of office systems and procedures; oral and written communication skills; basic interpersonal skills.

THE EXAMINATION WILL BE COMPOSED OF:	PART	WEIGHT
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

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

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 supplemental examination 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 Medical Records Specialist 1 include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Medical Records Specialist 1 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 involving the use and application of medical terminology. Include experience in the completion, review and analysis of medical records; typing medical documents, transcription, filling out or reviewing documents such as insurance claim forms; reviewing medical records for quality and completeness; and entering information into medical records. Be specific as to the type(s) of medical terminology involved (e.g. human anatomy, psychology, pharmacology) and type(s) of documents prepared, transcribed, reviewed and updated. Indicate whether you lead or supervised others in these tasks, worked independently or trained others. **(2)** Experience in the maintenance of medical records according to state, federal and/or JCAHO standards. Experience involving the application of medical coding principles and techniques; release of information processing. Include in your description experiences you have had in reviewing and coding data. Be specific as to the purpose of the coded data such as compiling medical reports, reviewing insurance claims or performing medical audits. Be specific as to the types of coding involved such as ICD, WHO; DSM 4, DRG, CPT, APC'S etc.) and your responsibility for the coding. Indicate whether you lead or supervised others in these tasks, worked independently or trained others **(3)** Experience in statistical data tabulation and analysis. Include in your description any responsibilities you have had which required calculation or data analysis. Also detail your experience in gathering statistical data. Be specific in detailing where and how you obtained the data (i.e. computer, phone calls, research of any type), the purpose and nature of this data and for whom it was gathered/analyzed. Include your experience in computer applications such as spreadsheet, database management word processing; etc. **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 December 22, 2013.** **(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, keep a copy of your completed application form and the fax transmittal receipt for your records. 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.** **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7)** **Examination scores will be mailed by February 6, 2014.** **(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) or at the Offices of the Connecticut State Job Centers.

6918 December 5, 2013

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, persons with disabilities and military veterans.