



Department of Human Resources & Civil Service

Promotional Exam Announcement

Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard
Director

Monroe Community Hospital

P-78296

Medical Records Technician

- Application Fee: **None**
- Examination Date: **September 10, 2011**
- Application Deadline: **July 18, 2011** – Applications must be submitted online or filed in our office by 5PM or postmarked by this date
- Who May Apply: **Qualified employees of Monroe Community Hospital**
- Salary: **\$25,842 – \$33,191 annually**
- Employment Opportunities: **The Monroe Community Hospital has one (1) position currently held by a provisionally appointed employee, who may be appointed on a permanent basis if found reachable on a civil service list established as a result of this exam.**
- The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.**

Minimum Qualifications:

Candidates must be permanently employed in the competitive class at the **Monroe Community Hospital** and must have served continuously on a permanent basis for **twelve (12) months** holding the position of **Clerk III** immediately preceding the date of the written test, **PLUS applicants must meet the minimum qualifications for the position which are stated below:**

- (A) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's degree in Medical Record Technology, Health Information Technology, Medical Records or closely related field; OR,
- (B) Two (2) years of full-time paid or its **part-time equivalent experience in the preparation and maintenance of medical records*; OR,
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

* Medical record experience must have been under supervision and have included:

- (A) Coding and abstracting of medical diseases and surgical procedures;
- (B) Analysis and evaluation of medical records and their diagnosis;

Any person, otherwise meeting the requirements for an examination, who was laid off from an agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing the application, such person should be sure to indicate his/her present employment and/or the title and location of his/her last permanent employment in the municipality.

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** part-time equivalent experience is as follows:

- 0-9 hours per week = no credit
- 10-19 hours per week = 1/4 (one-quarter) of full-time work
- 20-29 hours per week = 1/2 (one-half) of full-time work
- 30 hours or more per week = full-time work

Work experience must be paid full-time, or its part-time equivalent. Employment dates, average number of hours worked per week, and job duties must be included.

Description of Duties:

This is a technical position in the Monroe Community Hospital responsible for the assembly, maintenance and retrieval of medical records for patients. Employees assist in the development and maintenance of health care facility records. The employee reports directly to and works under the general supervision of a higher level staff member, with some leeway allowed for the exercise of independent judgment in carrying out details of the work. General supervision may be exercised over the work of assigned clerical employees.

Scope of Examination

A multiple-choice written test will cover knowledge, skills and /or abilities in such areas as:

1. Coding and indexing according to the international classification of diseases, ninth revision, clinical modification (ICD 9 CM)

These questions test for the ability to select the most appropriate code for a named medical diagnosis or procedure, using the current International Classification of Diseases, Ninth Revision, Clinical Modification (ICD 9 CM). NOTE: ALL CANDIDATES SHOULD BRING VOLUMES I, II, AND III OF THE ICD 9 CM WITH THEM TO THE EXAM TO ANSWER THESE QUESTIONS.

2. Medical record science

These questions test for a knowledge of the principles and practices of medical records science. Topics may include such areas as assembling and checking medical records; numbering, indexing, and filing medical records; maintaining the confidentiality and legal requirements of medical records; New York State laws, rules, and regulations pertaining to medical records; professional standards pertaining to medical records, such as those promulgated by the Joint Commission on the Accreditation of Health Care Organizations (JCAHCO); statistical procedures relating to medical records; filing systems and types of medical records; and the advantages and disadvantages of various medical records systems.

3. Medical terminology

These questions test for a knowledge of medical terminology, including terms related to anatomy and physiology. Topics may include such areas as medical abbreviations; prefixes and suffixes; diseases and symptoms; medical tests and procedures; medical treatments and modalities; human anatomy; pharmaceutical terminology; and terminology relating to medical supplies and equipment.

4. Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

Calculators and Reference Materials:

Most civil service written tests do not require the use of a calculator or slide rule. However, the use of calculators is **ALLOWED** for this exam. Candidates have the option of bringing a hand-held, quiet, battery or solar-powered arithmetic calculator or a slide rule to the test room. Candidates will not be permitted to use calculators containing spell check, dictionary, language translator, address or telephone book, personal digital assistants, or typewriter keyboard features, or any similar devices. You may not bring books or other reference materials.

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This written examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

----- **BASIC CIVIL SERVICE INFORMATION** -----

Applications:

If you are applying for more than one exam, a separate application is required for each exam. Applications may be obtained at the address or web-site indicated at the bottom of the first page of this announcement.

Candidates must record the Exam Number and Title on the Application.

Seniority:

Seniority points will be added to the score of every passing candidate at the rate of one (1) point for each appropriate five (5) year period for each year of continuous permanent service calculated to the date of original entry in the permanent classified service in accordance with the following schedule.

Less than 1 year	0 Points
1 year up to 6 years	1 Point
Over 6 years up to 11 years	2 Points
Over 11 years up to 16 years	3 Points
Over 16 years up to 21 years	4 Points
Over 21 years up to 26 years	5 Points

Seniority points will be calculated at the time of examination.

Certifications and Appointments:

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence.

Veteran's Credits:

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with Veterans Affairs. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

Active Military Members:

Special testing arrangements may be available to applicants who are active military members. For further information contact the Monroe County Department of Human Resources before submitting an application.

Special Arrangements for Examination:

If you need an alternate test date because you are a Religious Observer [for religious reasons, cannot be tested on date of examination(s)], if you have a disability that requires special accommodations for you to participate in an examination, or if you require any other kind of special accommodations, you must notify us at the address or telephone numbers listed on the front page of this announcement by the application deadline. Indicate your request on the front of your application for each exam, and under separate cover submit a statement outlining the reason for your request, the exam number(s) and title(s), and attach supporting documentation.

Multiple Exam Takers:

Persons also applying for examinations offered by the City of Rochester and/or New York State Civil Service Commission held on the same date must complete a crossfiler form, available from the Monroe County Department of Human Resources, which will provide for special arrangements. Arrangements must be made to take **ALL** examinations at **ONE** test site. Unless this form is filed with the Monroe County Department of Human Resources three (3) weeks prior to the exam date, we cannot ensure that such arrangements will be made. **If you are taking multiple exams on the same date with Monroe County Civil Service Commission only, you do not have to file a cross-filer form.**

Candidates taking more than one (1) exam in different exam series will be allowed the specified length of time for each exam, up to a maximum of eight (8) hours. Example: If you are taking one (1) exam which allows six (6) hours and another exam in a different series which allows four (4) hours, you must complete both tests in eight (8) hours, but you can spend no more time on each exam than the time allotted for that exam.

Admission to Examination:

All applications will be reviewed after the "Closing Date for Filing" listed on the front page of this announcement. If there is a problem with your application, you will be notified in writing and given an opportunity to submit additional information to support your application. If there

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are no problems with your application, you will be sent an admission notice approximately one week before the exam date. If you have not received your admission notice to appear for the examination **three days** before the date of the exam, call the Monroe County Department of Human Resources at (585) 753-1700.

Issue Date: June 27, 2011