



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: MEDICAL RECORDS TECHNICIAN (Provisional* Appointment)

SALARY: \$12.54 - \$16.07 per hour

LOCATION: Monroe Community Hospital

JOB SUMMARY:

This is a technical position involving the assembly, maintenance and retrieval of medical records for residents. Employees in this class 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. Supervision may be exercised over the work of assigned clerical employees. Does related work as required.

In order to perform the duties of this position, an applicant should possess or be able to:

- Good knowledge of the design and operation of medical records retention and retrieval systems
- Good knowledge of the appropriate content of medical records and the origins of clinical information
- Good knowledge of medical terminology and standard nomenclature for coding diseases and surgical procedures
- Good knowledge of current trends in health care delivery systems and transcription procedures
- Working knowledge of laws, regulations and techniques governing the maintenance and release of medical records
- Maintain a variety of medical records accurately and neatly and abstract medical records data

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (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 paid full-time or its part-time equivalent experience in the preparation and maintenance of medical records**; OR,
- (C) An equivalent combination of education 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;

THE FOLLOWING FACTORS WILL ALSO BE CONSIDERED:

Work and attendance record

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

NOTE: Applications can be downloaded from www.monroehosp.org or obtained in the Monroe Community Hospital Human Resources Office. Submit completed applications to:

MONROE COMMUNITY HOSPITAL
HUMAN RESOURCES
435 E. HENRIETTA ROAD
ROCHESTER, NY 14620

Posting Date: December 16, 2014

Posting Deadline: December 26, 2014

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.