



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

REVISED

TITLE: MEDICAL RECORDS COORDINATOR (Provisional* Appointment)
SALARY: \$41,770 - \$52,974 annually
LOCATION: Monroe Community Hospital

JOB SUMMARY:

This position, located at Monroe Community Hospital, is responsible for managing and operating a system for analyzing, coding, transcribing, storing and retrieving detailed patient medical records and reports. Duties include maintaining permanent health information systems consistent with the medical, administrative, ethical, and legal requirements and New York State statutes of the health care delivery system in a health facility. The employee reports directly to, and works under the general supervision of, the Executive Health Director or other higher level staff member. General supervision is exercised over Medical Records Technicians and other assigned staff. Does related work as required.

PROPOSED MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma plus possession of a valid Registered Health Information Administrator (RHIA) or Registered Health Information Technician certificate** issued by the American Health Information Management Association (AHIMA) Commission on Certification for Health Informatics and Information Management (CCHIIM) plus one (1) year paid full-time or its part-time equivalent experience analyzing, coding, transcribing, storing and retrieving medical records.

**Copy of certificate must be included with application.

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.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COMMUNITY HOSPITAL
ATTN: PERSONNEL
435 EAST HENRIETTA ROAD
ROCHESTER, NY 14620

Posting Deadline: Until filled

*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.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471
PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

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An Equal Opportunity Employer