



BOB RILEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH  
AND MENTAL RETARDATION**  
GREIL MEMORIAL PSYCHIATRIC HOSPITAL

2140 UPPER WETUMPKA ROAD  
MONTGOMERY, ALABAMA 36107

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JOHN M. HOUSTON  
COMMISSIONER

ALLEN L. STEWART, L.P.C.  
DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION  
EQUAL OPPORTUNITY EMPLOYER**

<b><u>JOB TITLE:</u></b>	<b>Medical Records Director II</b>	<b><u>NUMBER:</u></b>	<b>06-26</b>
<b><u>JOB CODE:</u></b>	<b>Y3000</b>	<b><u>DATE:</u></b>	<b>09-27-06</b>
<b><u>SALARY RANGE:</u></b>	<b>72 (\$33,223.20 – \$50,404.80)</b>	<b><u>PCQ#:</u></b>	<b>8832922</b>
<b><u>JOB LOCATION:</u></b>	<b>Greil Memorial Psychiatric Hospital 2140 Upper Wetumpka Road Montgomery, Alabama 36107</b>		

**QUALIFICATIONS:** Graduation from an accredited four-year college or university with a degree in Medical Records Administration. Considerable responsible experience (48 months) in medical records work, including supervisory experience (24 months). **Other job related education and/or experience may be substituted for all or part of these basic requirements.**

**NECESSARY SPECIAL REQUIREMENT:** Registration as a Medical Records Administrator with the American Medical Records Association.

**KIND OF WORK:** This is highly responsible professional and supervisory work directing the operation of a Medical Records Department in a state mental health facility. An employee in this class is responsible for planning, organizing, coordinating, directing and evaluating the operation of a medical records program. Work includes analyzing medical records for completeness and accuracy to insure their applicability for case study, treatment and research; analyzing and interpreting medical records for summary, special reports, and research projects; supervision of the release of pertinent information to authorized persons/agencies. Supervision is exercised over clerical/technical staff engaged in routine and technical medical records maintenance functions. Work is performed independently, subject only to instruction and review by an administrative supervisor for conformity with Departmental policies and state/federal laws, with the employee responsible for the assurance and completeness of work.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of principles of the medical records science and the ability to apply this knowledge to the maintenance of patient record system. Knowledge of medical terminology, indexes, classification systems, medico legal ethics. Supervisory and leadership skills. Ability to communicate orally and in writing. Ability to work independently. Knowledge of JCAHO and Medicare Standards.

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**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their training, experience and education and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification.

**HOW TO APPLY:** Use an official application for Professional Employment (Exempt Application), which may be obtained from this office, other Department of Mental Health and Retardation facility Personnel Offices, or at [www.mh.state.al.us](http://www.mh.state.al.us). Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application.

**Resumes will not be accepted in lieu of an official application.**

Applications should be returned to the Human Resources Department, Greil Memorial Psychiatric Hospital, 2140 Upper Wetumpka Road, Montgomery, Alabama 36107, by  
          Until Filled           to be considered for this position.

**COPIES OF LICENSES/CERTIFICATIONS SHOULD BE FORWARDED WITH YOUR APPLICATION OR FURNISHED DURING THE INTERVIEW. AN OFFICIAL COPY OF YOUR ACADEMIC TRANSCRIPTS MUST BE FORWARDED BY THE COLLEGE OR UNIVERSITY TO THE HUMAN RESOURCES OFFICE AT THE ABOVE ADDRESS.**

***APPLICANTS BEING GIVEN SERIOUS CONSIDERATION FOR EMPLOYMENT WILL BE SUBJECT TO A BACKGROUND CHECK. DRUG TESTING WILL BE REQUIRED BEFORE AN OFFER OF EMPLOYMENT IS CONFIRMED.***

***JCAHO ACCREDITED / EQUAL OPPORTUNITY EMPLOYER***