



BOB RILEY
GOVERNOR

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

2140 UPPER WETUMPKA ROAD
MONTGOMERY, ALABAMA 36107

PHONE (334) 262-0363
FAX (334) 834-4562



JOHN M. HOUSTON
COMMISSIONER

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

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

JOB TITLE: Medical Records Specialist **NUMBER:** 06-28
JOB CODE: Y1000 **DATE:** December 4, 2006
SALARY RANGE: 58 (\$23,524.80 - \$34,903.20) **PCQ#:** 8846157
JOB LOCATION: Greil Memorial Psychiatric Hospital
2140 Upper Wetumpka Road
Montgomery, Alabama 36107

QUALIFICATIONS: Graduation from a standard senior high school and completion of a course of study accredited by the American Medical Records Association.

NECESSARY SPECIAL REQUIREMENTS: Possession of a certificate from the American Medical Records Association.

KIND OF WORK: Organizing and performing technical work in the medical records section where case histories of all patients are classified and filed. Responsibilities include analyzing medical records for completeness and accuracy to insure their applicability for research, case study, and treatment; analyzing and interpreting medical records for summary, special reports, and research projects; and the release of pertinent information to authorized personnel. Other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of medical records keeping principles and practices. Knowledge of medical terminology required for proper classification, maintenance and custody of medical case records. Knowledge of the medical and legal aspects relating to the maintenance and release of information from medical records. Knowledge of ICD-9-CM and DSM-IV coding guidelines. Knowledge of Joint Commission Accreditation of Hospital Organizations (JCAHO) accreditation and CMS certification standards relevant to hospitals. Some knowledge of statistical principals and techniques as they apply to medical records work including some knowledge of methods involved in collecting and analyzing medical records data. Skill in performing typing duties where accuracy is required. Ability to organize and perform technical work and supervise the work of others. Ability to communicate effectively, both orally and in writing. Ability to work independently. Ability to analyze, code, index and file medical records. Ability to establish and maintain effective working relationships with subordinates, physicians, employees and the general public.

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 mentioned above. All relevant information is subject to verification.

HOW TO APPLY: An official **Application for Professional Employment** may be obtained from this office, from any Department of Mental Health and Mental Retardation facility personnel office, or our website at 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: **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