



BOB RILEY
GOVERNOR

STATE OF ALABAMA

DEPARTMENT OF MENTAL HEALTH
AND MENTAL RETARDATION

BRYCE HOSPITAL
200 UNIVERSITY BOULEVARD
TUSCALOOSA, ALABAMA 35401
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JOHN M. HOUSTON
COMMISSIONER
CHARLES R. CUTTS
HOSPITAL DIRECTOR

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

JOB TITLE: Medical Records Specialist (2 Positions)

NUMBER: # 0801

JOB CODE: Y1000 **SALARY RANGE:** (58) \$24,348.00 - \$36,124.80

POS# 8802140 8802141

JOB LOCATION: Bryce Hospital

DATE: 1-2-08

QUALIFICATIONS: Graduation from a standard senior high school and completion of a course of study accredited by the American Health Information Management Association (AHIMA). **NECESSARY SPECIAL REQUIREMENTS:** Possession of a certificate from the American Health Information Management Association (AHIMA).

KIND OF WORK: These positions are necessary to perform technical work in the operation of the Health Information Department. These positions will be responsible for coding and transmitting medical and psychiatric diagnoses; completing CARES and NRI data, evaluating and processing requests for release of information, performing ongoing monitoring of medical records as related to standards and policies, writing and/or composing minutes, correspondence, reports, polices, forms etc. filing, combining and auditing records and assisting medical records staff, visitors and the general public via telephone and personal contact, instructing and training other staff, attending inservice and performing other related duties as required by supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of current medical technology. Ability to communicate effectively both orally and in writing. Ability to abstract appropriate data from medical records. Ability to accurately assign codes. Knowledge of computer programs, various software and general office equipment. Ability to be courteous and professional at all times. Ability to maintain strict confidentiality.

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 above mentioned. All relevant information is subject to verification. **Drug test required. Security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.**

HOW TO APPLY: USE AN OFFICIAL APPLICATION FOR PROFESSIONAL EMPLOYMENT (EXEMPT CLASSIFICATION) WHICH MAY BE OBTAINED FROM THIS OFFICE or the Official Web Site www.mh.state.al.us. THE APPLICATION SHOULD BE RETURNED TO PERSONNEL OFFICE, BRYCE HOSPITAL, 200 UNIVERSITY BLVD., TUSCALOOSA, ALABAMA, 35401 BY **Until Filled** IN ORDER TO BE CONSIDERED FOR THIS POSITION. DO NOT RETURN THIS APPLICATION TO THE STATE PERSONNEL DEPARTMENT. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT (S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.** *Only Work Experience Listed On The Application Form will be considered. Additional sheets if needed, should be in the same format as the applications. Resumes will not be accepted in lieu of an official application*