



BOB RILEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
AND MENTAL RETARDATION
ALICE M. KIDD NURSING FACILITY
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JOHN M. HOUSTON
COMMISSIONER
NEDRA MONCRIEF-CRAIG, N.H.A.
FACILITY DIRECTOR

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

JOB TITLE: Medical Records Director I **NUMBER:** 0830
JOB CODE: Y2000 - **SALARY RANGE:** 68 - \$30,422 to \$46,142 (Plus 3.5% increase **POS #:** 8802054
effective October 1, 2008)
JOB LOCATION: Alice M. Kidd Nursing Facility **DATE:** 5/22/08

QUALIFICATIONS: Graduation from a senior high school, supplemented by completion of a course of study accredited by the Medical Records Association. Considerable (25 to 72 months) responsible experience in medical records work, including experience of a supervisory nature.

NECESSARY SPECIAL REQUIREMENTS: Possession of or eligibility for certification from the American Health Information Management Association as an Accredited Records Technician (ART).

KIND OF WORK: Plan, organize, coordinate, direct and evaluate the operation of the medical records program at the Alice M. Kidd Nursing Facility. Ensure that all death letters are typed accurately/timely and forwarded to the Health Department. Provide consultation to the Facility Director and other Department Heads within the facility with regards to OBRA regulations and American Health Information Management concerning Medical Records for Nursing Homes. Ensure face sheets are updated and admissions packets are sent out to families. Collect and maintain a management information system sufficient to submit period reports for quality improvement activities. Track PI information for the Medical Director and the Medical Records Department. Serve as the Facility's Privacy Officer and Security Officer for the CARES system. Attend required in-service to maintain/enhance knowledge and skills. Enter resident data into CARES and personal computer. Upon admission, enter geriatric residential data into CARES system. Make additions/changes into CARES when movement or change dictates. Maintains geriatric resident databases in personal computer and make changes when movement dictates and maintains resident's date of physical exam. Keep accurate/current yearly statistical reports for annual cost report. Provide the Facility Director with weekly reports in a timely manner. Ensure discharge summaries are completed by Nursing and obtain one from the Community Hospitals. Serve as a member of the Facility's Management Council and participate as a key member of the Quality Assurance Committee/PI Committee, Safety Committee and Management Team. Act as backup for timekeeper as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of Federal Regulations for Nursing Homes. Skill in assessing needs of facility with regard to Medical Records Compliance. Ability to effectively communicate, both verbally and in writing. Ability to prioritize multiple demands and meet deadlines. Skill in the use of and working knowledge of personal computer programs. Ability to work with all levels of staff in a professional manner.

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. 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.*