

# VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376 Rev. (8/08)

<b>DESCRIPTION OF POSITION</b>	<p><b>TITLE OF POSITION:</b> <u>Medical Records Clerk</u>                      <b>CLASSIFICATION CODE:</b> <u>02465400</u>  <b>SALARY RANGE:</b> <u>C611A 31133 – 39935</u>                      <b>REFERENCE POSITION NO:</b> <u>1370-13200-00042</u>  <b>Department or Agency Name:</b> <u>Corrections</u>                      <b>APPLICATION PERIOD:</b> <u>Nov. 8, 2010 – Nov. 14, 2010</u>  <b>Division/Section/Unit:</b> <u>Rehabilitative Services/Medical Records Unit</u>                      <u>3 Day Grace – Nov. 17, 2010</u>  <b>Assignment(s)/Comments:</b>  <b>Hours of Work:</b> <u>8:30 A.M. to 4:00 P.M.</u>                      Days Off: <u>Saturday/Sunday</u>                      <b>Location:</b> <u>Medium Security Cranston, RI</u>  <b>Restrictions/Limitations:</b>  <b>Position Covered By Collective Bargaining Agreement:</b>    <b>YES</b> <u>X</u>                      <b>NO</b> <u>    </u>  <b>Name of Bargaining Unit:</b> <u>RIBCO</u>                      There is <u>    </u> is not <u>X</u> a Civil Service List for this position.  See A/B or Both for Specific Instructions  Note: If there is a List, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</p>	
<b>GENERAL INFORMATION TO CANDIDATE</b>	<p><b>INSTRUCTIONS:</b>  <b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.  <b><u>MOST IMPORTANT</u></b> - please include the following information:  <ul style="list-style-type: none"> <li>● The title of the position for which you are applying                      ● Name of department where you are currently employed</li> <li>● Title of your present position and date you entered it                      ● Your business telephone number</li> <li>● Date you entered State service                      ● Present Union Affiliation***</li> </ul> *** in certain agencies, bargaining union applications will receive preferential consideration according to contract.  <b>B. NON INCUMBENT / NON STATE EMPLOYEE APPLICANT:</b>  If indicated above that <b><u>no civil service list</u></b> exists for this position, you need not be in the class of position or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write the letters "N.A" for NOT APPLICABLE. If you fail to answer all the questions on the application form, you may delay consideration of your application.  <b>C. AMERICANS WITH DISABILITIES ACT:</b>  <ul style="list-style-type: none"> <li>● <b>Reasonable Accommodation:</b>  If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.</li> <li>● <b>MEDICAL INFORMATION:</b>  Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul> </p>	
<b>STATEMENT OF DUTIES</b>	<p><b>DUTIES / RESPONSIBILITIES:</b> Within an assigned facility at the Adult Correctional Institution: To schedule patients using an electronic practice management program; to scan documents into an electronic medical record; to respond to requests for copies/prints of documents pursuant to written authorizations; to work with physicians, consultants, and other healthcare providers in setting up ambulatory clinics; to provide medical assistance to the medical staff as needed; to work for the medical records supervisor in following policies and protocols dealing with paper and electronic medical records; and to do related work as requested.</p>	
<b>MINIMUM EDUCATION &amp; EXPERIENCE</b>	<p><b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>  (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)  <b>Education:</b> Such as may have been gained through: graduation from a senior high school.  <b>Experience:</b> Such as may have been gained through: employment in a clerical position with responsibility for the organization and maintenance of records. Working with EMR, electronic scheduling, and medical assistance experience highly preferred.  <u>Or</u>, Any combination or education and experience that shall be substantially equivalent to the above education and experience.</p>	
<b>WHERE TO APPLY</b>	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office <u>does not</u> assume responsibility for applications sent through the mail.  <b><u>SEND RESUME OR CS-14 APPLICATION TO:</u></b>  Stacey Dussault                      Phone: 401-462-5120  Junior Resource Specialist                      Fax: 401-462-2685  Office of Human Resources                      Email: resume-SD@ doc.ri.gov  39 Howard Avenue                      TTY/TDD #: <u>711</u>  Cranston, RI 02920                      (Telecommunication Device for the Deaf)</p>	

**E-VERIFY PROGRAM EMPLOYER**

