



EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

EOA #: 18-36

EOA DATE: 02/21/2018

REPLY BY: 03/07/2018

TITLE: Health Information Management Technician 1

NUMBER OF POSITIONS: 1

SALARY GRADE: 13

SALARY: \$42,143 - \$53,927

NEGOTIATING UNIT: PS&T

OFFICE/REGION: State Operations

DIVISION/DEPARTMENT: Health Information Management

LOCATION: 200 W. Dominick St
Rome, NY 13440

SHIFT/PASS DAYS: 8:00 a.m. – 4:30 p.m.
Pass Days: Sa/Su

POSITION DESCRIPTION:

Position will be required to perform technical activities involving the maintenance, review and use of clinical/medical records. This position will ensure records are accurate and complete, manages and secures records and databases. Ensures compliance with federal and state regulations, i.e. (HIPAA, Mental Hygiene Laws).

PRIMARY DUTIES AND RESPONSIBILITIES:

- Processes records received into the department
 - Assists in records maintenance and established processes
 - Acts as a liaison to select teams to provide record management guidance
 - Provides ongoing record training to teams
 - Responds to record requests
 - Responds to request for information
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- Maintains Master Patient Index cards and logs
- Utilizes several databases, electronic forms management system, and software to perform required tasks and future electronic health record system
- Generates and distributes system reports as scheduled and as requested
- Performs quality improvement functions
- Participates on Local or Statewide Committees, as assigned
- Occasional travel to other CNYDDSO or NYS OPWDD locations
- Performs general office functions
- Performs all other duties as assigned

Preferred working knowledge in Microsoft Word, Excel and Access and familiarity with ICD 10 and CPT 4 coding concepts

MINIMUM QUALIFICATIONS:

- Current or previous permanent service as an HIM Tech 1, or
- Must be reachable on the current civil service list for HIM Tech 1

PROVISIONAL QUALIFICATIONS:

You must be currently certified by the American Health Information Management Association as a Registered Health Information Technician (RHIT) or as a Registered Health Information Administrator (RHIA).

For purposes of this examination, professional health information management experience must include: reviewing medical records with physicians, coding and indexing diseases and operative procedures, compiling statistics required for hospital service analysis, and responsibility for all technical aspects of the implementation of a facility health information management program.

APPLICATION PROCEDURE: Submit PRF1 bid form and/or cover letter and résumé by 03/07/2018, to:

**Central New York DDSO
Human Resources
101 W. Liberty Street
Rome, NY 13440
Fax: 315-338-0443
E-mail: cny.jobs@opwdd.ny.gov**

Please reference the above EOA # in all correspondence.

Employees on long term leave can bid on positions but must be able to report to work within fourteen (14) days and be able to perform the essential functions of their positions with or without reasonable accommodation (RA). If an employee believes that he or she needs a reasonable accommodation, they should contact the **NYS OPWDD Equal Opportunity/Affirmative Central Office** at (518) 402-7644 or Email at Affirmative.Action@opwdd.ny.gov to obtain information and RA forms.

Public Service Loan Forgiveness: If you are employed by state government you may be able to receive loan forgiveness under the Public Service Loan Forgiveness Program (PSLF). The PSLF Program forgives the remaining balance on Direct Loans after 120 qualifying monthly payments have been made under a qualifying repayment plan while working full-time for a qualifying employer. For more information regarding PSLF please visit StudentAid.gov/publicservice.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history,

until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

Please note:

- For CSEA positions: Local Bidding Agreements will be honored.
- Preference will be given to OPWDD employees impacted by closures. If you are being impacted by closure, please indicate this on your resume/cover letter.
- All OPWDD employees must be eligible and maintain eligibility for full and unconditional participation in the Medicare and Medicaid programs. Continued employment will depend on maintaining eligibility.
- OPWDD IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

KW/mmm