



EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

EOA #: 2018-50

EOA DATE: October 11, 2018

REPLY BY: October 25, 2018

TITLE: Health Information Management Administrator 2

NUMBER OF POSITITONS: 1

SALARY GRADE: 19

SALARY: \$59,671 - \$75,785

NEGOTIATING UNIT: PEF

OFFICE/REGION: Staten Island DDSO – Region 5

DIVISION/DEPARTMENT: State Operations

LOCATION: 930 Willowbrook Road, Bldg 12G
Staten Island, NY 10314

SHIFT/PASS DAYS: Day (8:30am – 5:00pm)
(Sat/Sun pass days)

PRIMARY DUTIES AND RESPONSIBILITIES are but not limited to:

The incumbent will be responsible for assisting upper level agency personnel in registering and providing services for individuals with developmental disabilities. The responsibilities include but are not limited to the following: The incumbent will manage the day to day operations of the medical records program and will supervise and direct the activities of the Health Information Management Technicians 1 and 2 and other support staff engaged in the receipt, review, data entry, maintenance, storage, transfer and disposal of medical records. Additional duties include filing and maintaining medical records as well as review and reports, adherence to medical records accreditation standards, acting as liaison between Brooklyn DDSO and outside agencies in matters relating to records management. The incumbent will service as the Health Insurance Portability and Accountability Act (HIPPA) liaison and liaison with OPWDD Counsel's Office regarding matters of litigation. The incumbent will also be involved in the Electronic Health Record process.

MINIMUM QUALIFICATIONS:

Permanent service as a Health Information Management Administrator 2 in a New York State agency eligible for transfer

OR

At least one year of permanent service in a title eligible for 70.1 transfer pursuant to Civil Service Law

OR

Reachable on the current New York State Civil service list for Health Information Management Administrator 2

OR

Must be currently certified by the American Health Information Management Association as a Registered Health Information Administrator (RHIA); **AND** have one year of full-time professional (post-RHIA) health information management experience*

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

*** If you are appointed provisionally, you must take the next scheduled civil service examination for this title and your score must be reachable on the resulting eligible list before you can be permanently appointed. If you do not pass the examination or achieve a reachable score, you may not be retained ***

APPLICATION PROCEDURE:

Submit cover letter and résumé OR ADM 1503 by **October 25, 2018**, to:
Shauna Carter, Human Resources Specialist 2
Staten Island DDSO Human Resource Office
1150 Forest Hill Road, Building 46
Staten Island, NY 10314
E-Mail: shauna.l.carter@opwdd.ny.gov
Fax: (718) 983-5216

Please reference the above EOA # in all correspondence.

Please note:

- 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.
- For CSEA positions: Local Bidding Agreements will be honored. 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.
- 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
- Position may be eligible for Loan Forgiveness via the Public Service Loan Forgiveness program:
For more information on PSLF, please visit www.studentAid.gov/publicservice