

Minimum Qualification Specifications  
for the Classes:HEALTH INFORMATION CLERK I & IIEducation:

High school diploma or equivalent.

Experience Requirement:

Except for the substitutions provided for elsewhere in these specifications, applicants must have had progressively responsible experience of the kind and quality described below, and in the amounts shown in the following table:

Class Title	Clerical Experience	Medical Records Experience	Total Experience
Health Information Clerk I	1	0	1
Health Information Clerk II	1	1	2

Clerical Experience: Work experience which involved performance of a variety of clerical tasks which demonstrated knowledge of English grammar, spelling, arithmetic, common office appliances and equipment; and the ability to read and understand oral and written instructions, carry out procedures in clerical work systems, speak and write simply and directly, compare words and numbers quickly and accurately, operate various kinds of office equipment.

Medical Records Experience: Experience in a health information management department of a hospital or allied medical care facility, or in an allied health or medical program (e.g., nursing unit, admissions dept., clinic, etc.), which included such duties as filing medical records, posting data onto medical records, cross-indexing data, compiling numerical data from medical records or reports, typing/transcribing medical reports, and work of a comparable nature. The experience must have demonstrated knowledge of medical terminology, office practices and procedures pertinent to medical records processing and maintenance, common office appliances and equipment; and the ability to perform arithmetic computations, follow oral and written instructions, operate various kinds of office equipment and deal tactfully and effectively with others.

Substitutions Allowed:

1. Excess Medical Records Experience may be substituted for Clerical Experience.
2. Successful completion of a substantially full-time equivalent clerical curriculum leading to a degree or diploma at an accredited post-secondary school which included courses in basic English, arithmetic, general clerical procedures, and office machines may be substituted for one (1) year of the Clerical Experience provided the duration of the training was for a year or more.
3. Successful completion of a substantially full-time equivalent clerical curriculum leading to a degree, diploma or certificate of achievement at an accredited post-secondary school which was for a period of less than one (1) year may be substituted for the Clerical Experience on a month-for-month basis, provided the training included courses in basic English, arithmetic, general clerical procedures and office machines.
4. Successful completion of a health information technology program of less than two years duration at a post-secondary institution accredited by the American Health Information Management Association may be substituted for the Medical Records Experience on a month-for-month basis.
6. Possession of a current Registered Health Information Technicians (RHIT) certificate received through successful qualification on the national accreditation examination administered by the American Health Information Management Association may be substituted for all of the requirements for the class Health Information Clerk II and I.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledges, skills and abilities may be required to perform the duties of some positions. In such positions, applicants may be restricted to those who possess the pertinent experience and/or training required to perform the duties of the position. Departments requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the VP/Director of Human Resources.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is the first minimum qualification specifications for the classes, Health Information Clerk I & II.

DATE APPROVED: October 2, 2008

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JANICE WAKATSUKI  
VP/Director of Human Resources