

Minimum Qualification Specifications
For the Classes:TRAUMA REGISTRAR TECHNICIAN I - IIEducation Requirement:

Graduation from high school, or equivalent.

Experience Requirement:

Except for substitutions provided in this specification, applicants must have had progressively responsible experience of the type and quality described below and in the amounts indicated in the following table:

Class Title	General Experience (Years)	Specialized Experience (Years)	Total Experience (Years)
Trauma Registrar I	2	0	0
Trauma Registrar II	2	1	3

General Experience: Experience in a health care setting (e.g. hospital, physician's office, or medical program), which included such duties as collection of data from patient files, filing patient/medical records; compiling numerical data from records or reports; typing reports; working with physician (s) and receiving, coordinating, expediting and/or implementing their patient care orders; and/or work of a comparable nature. The experience must have demonstrated knowledge of medical terminology, office practices and procedures and maintenance of records; and the ability to perform arithmetic computations, follow oral and written instructions, and use a computer and deal tactfully and effectively with others.

Specialized Experience: Experience in a trauma registry, medical records, nursing unit, or allied medical care facility which involved the performance of para-professional work requiring knowledge of the nature and uses of trauma patient data, medical terminology terms, coding and scoring concepts, tracking and filing of data, and the ability to analyze and prepare reports and summaries.

Substitutions Allowed:

- a. Two-year program from an accredited college or university may be substituted for one (1) year of the General Experience.
- b. A bachelor's degree from an accredited college or university may be substituted for all of the General Experience.
- c. Possession of a current Registered Health Information Technician (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 required general experience.
- d. Successful completion of a two-year medical record technician program at a post-secondary institution accredited by the American Health Information Management Association may be substituted for all of the General experience and six (6) months of the specialized experience.
- e. Graduation with a degree in Nursing, Health Information Management, or related Health field may be substituted for all of the required general experience and six (6) months of specialized experience.
- f. Possession of a Certified Specialist in Trauma Registries (CSTR) certification by the American Trauma Society may be substituted for all of the required general experience and six (6) months of specialized experience.

Quality of Experience:

Possession of the required amount 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 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 knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to applicants that 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 that 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 Director of Human Resources/Designee.

Mental/Emotional Requirements:

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

This is the first minimum qualification requirements approved for the classes, TRAUMA REGISTRAR TECHNICIAN I & II.

DATE APPROVED: April 29, 2013

PAUL TSUKIYAMA
Director of Human Resources