

Minimum Qualification Specifications  
for the Class:HEALTH UNIT CLERK I AND IIPrerequisite Knowledges and Abilities Required:LEVEL I:

Knowledge of: Business English; spelling; filing; arithmetic; office practices and procedures; and the operation and maintenance of common office appliances and equipment (e.g., word processors, copying machines, etc.).

Ability to: Communicate effectively orally and in writing; deal tactfully with others; carry out a variety of standard office clerical routines; perform basic arithmetic calculations (addition, subtraction, multiplication, division); operate common office equipment; prepare simple narrative and numerical reports; learn medical terminology; and manage and prioritize multiple tasks during periods of intense activity.

LEVEL II:

In addition to those knowledges and abilities required of Level I:

Knowledge of: Medical terminology (e.g., prefixes, suffixes and word roots, commonly used abbreviations and symbols, rules of medical word building, etc.).

Ability to: Demonstrated ability to independently apply medical terminology to work tasks.

Experience Requirements:

Except for the substitutions provided for elsewhere in this specification, applicants must have had experience of the kind, quality and amounts described below, or any equivalent combination of training and experience.

Class Title	General Clerical Experience (Years)	Specialized Experience (Years)	Total Experience (Years)
Health Unit	1-1/2	0	1-1/2

Clerk I			
Health Unit Clerk II	1-1/2	1	2-1/2

General Clerical Experience: Clerical work experience which involved the performance of a variety of clerical tasks and demonstrated knowledge of English grammar, spelling, arithmetic, common office appliances and equipment (e.g., copying machines, word processors, etc.); and the ability to read and understand oral and written instructions, carry out procedures in clerical work systems, communicate effectively orally and in writing; deal tactfully with others; operate common office equipment; and organize and prioritize work tasks.

Specialized Experience: Work experience in a health care setting (e.g., hospital, clinic, physician's office, etc.) which involved working with physician(s) and receiving, coordinating, expediting and/or implementing their patient care orders. Such experience must have demonstrated knowledge of medical terminology through the application of such knowledge to work assignments.

Substitutions Allowed:

1. Possession of a high school diploma, with satisfactory completion of courses, which demonstrated knowledge of English and arithmetic, may be substituted for six (6) months of the required General Experience.
2. Successful completion of a substantially full-time equivalent clerical curriculum leading to a degree, diploma or certificate of achievement at an accredited community college, business or technical school which included courses in basic English, arithmetic, general clerical procedures and office machines may be substituted on the basis of fifteen (15) semester credit hours for six (6) months of experience, up to a maximum of one (1) year of the required General Experience.
3. Successful completion of fifteen (15) semester hours in a baccalaureate program at an accredited college or university, with courses in English composition and college mathematics may be substituted for six (6) month of General Experience, up to a maximum of one (1) year of the required General Experience.
4. Successful completion of a substantially full-time equivalent clerical or medical/health-related curriculum leading to a degree, diploma or certificate of achievement at an accredited community college, business or technical school which provided knowledge of medical terminology and

involved the application of such knowledge to assignments may be substituted for six (6) months of the required Specialized Experience.

5. Current certification as a Health Unit Coordinator by the National Association of Health Unit Coordinators may be substituted for six (6) months of the required Specialized Experience.
6. An Associate's Degree from an accredited college or university as a Health Unit Coordinator may be substituted for all of the required general and specialized experience.

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.

-----

This is an amendment to the minimum qualification specifications for the classes, HEALTH UNIT CLERK I & II, to allow the substitution of an Associate's Degree from an accredited college or university as a Health Unit Coordinator for all the required general and specialized experience.

-----

This is an amendment to the minimum qualification specifications for the classes, HEALTH UNIT CLERK I & II, to delete the test requirement, effective May 1, 2005.

-----

This is an amendment to the minimum qualification specification for the classes HEALTH UNIT CLERK I AND II, to increase the substitution of education in an accredited university in a baccalaureate program with courses in English composition and college mathematics may be substituted for experience on the basis of fifteen (15) semester hours for six (6) months of General Experience, up to a maximum of one (1) year of General Experience. This amendment is effective December 17, 2004.

-----

This is the first minimum qualification specification for the new classes HEALTH UNIT CLERK I AND II.

-----

This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

APPROVED: \_\_\_\_\_  
JANICE WAKATSUKI  
VP/Director of Human Resources