

Minimum Qualification Specifications
For the Classes:TRAUMA DATA QUALITY 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 Data Quality Tech I	2	0	0
Trauma Data Quality Tech 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:

1. Two-year program from an accredited college or university may be substituted for one (1) year of the General Experience.
2. A bachelor's degree from an accredited college or university may be substituted for all of the General Experience.
3. 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.
4. 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.
5. 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.
6. 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 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 responsibility as to conclusively demonstrate that they have the ability to perform the duties of the position for which they are being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, Selective Certification Requirements may be established, and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Regions or facilities 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.

Health and Physical Requirements:

Applicants must meet the health and physical requirements deemed necessary to effectively and safely perform the essential functions of the positions with or without reasonable accommodation.

This is an amendment to the minimum qualification requirements for the classes, TRAUMA REGISTRAR TECHNICIAN I & II approved on April 29, 2013 which is to be retitled to TRAUMA DATA QUALITY TECHNICIAN I & II effective April 23, 2024.

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

DATE APPROVED: April 23, 2024

JUANITA LAUTI
VP & Chief Human Resources Officer