



CONTINUOUS RECRUITMENT OPEN-COMPETITIVE EXAMINATION

APPLICATIONS ACCEPTED CONTINUOUSLY TESTS HELD PERIODICALLY

Table with 3 columns: Examination No. & Title, Salary Grade, Beginning Salary. Rows include 20-259 Health Information Management Administrator 1 (\$53,568), 20-282 Health Information Management Administrator 2 (\$59,671), and 20-283 Health Information Management Administrator 3 (\$69,603).

ONLINE APPLICATION PROCESS AVAILABLE at http://www.cs.ny.gov/exams

NO APPLICATION PROCESSING FEE REQUIRED

Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland, or Westchester Counties will receive an additional \$3,026 annual downstate adjustment. Appointees who work in Dutchess, Orange, or Putnam Counties will receive an additional \$1,513 annual mid-Hudson adjustment.

MINIMUM QUALIFICATIONS: On or before the date of filing your application, you must meet one of the following requirements:

For No. 20-259:

- 1. You must be currently certified by the American Health Information Management Association as a Registered Health Information Administrator (RHIA); OR
2. You must be currently certified by the American Health Information Management Association as a Registered Health Information Technician (RHIT) AND have two years of full-time professional (post RHIT) health information management experience*.

For No. 20-282: You 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*.

For No. 20-283: You must be currently certified by the American Health Information Management Association as a Registered Health Information Administrator (RHIA); AND have two years of full-time professional (post-RHIA) health information management experience*.

*For purposes of this examination, professional health information management 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.

For information on the requirements for certification you may contact the American Health Information Management Association, 233 North Michigan Avenue, Suite 2150, Chicago, Illinois 60601-5519, telephone (312) 233-1100, or visit AHIMA's website at www.AHIMA.org.

NOTES:

- 1. You must include your current RHIA or RHIT credential number on your application.
2. If eligible, you may file for any examination by filing one application listing all examination numbers and titles.
3. Background Investigation/Justice Center Review: In some agencies, the names of all prospective employees will be:
- Checked against the Staff Exclusion List (SEL) maintained by the Justice Center for the Protection of People with Special Needs.
- Investigated through a Criminal Background Check (CBC).
- Screened against the Statewide Central Register of Child Abuse and Maltreatment (SCR).
4. Appropriate part-time and volunteer experience which can be verified will be accepted on a prorated basis.

THE POSITIONS: These positions exist statewide at facilities of the Office of Mental Health, Office for People With Developmental Disabilities, and the Department of Corrections and Community Supervision.

DUTIES: As a Health Information Management Administrator 1, 2, or 3, you would manage the day-to-day operations of a medical records program; plan, implement, and maintain systems for acquiring and preserving individuals' medical records; supervise and train subordinate staff in facility medical records and health information management departments; and participate in the development of computer applications for medical records information.

SUBJECT OF EXAMINATION: There will be no written test. If you meet the Minimum Qualifications your **training, education, and experience** will be evaluated against the general background/critical activities of the position. It is essential that you describe your training, education, and experience as completely as possible on the examination application NYS-APP form. Ambiguity, vagueness or omissions will not be decided in your favor. Do NOT send resumes. If you need more space, attach additional 8½" x 11" sheets, following the same format used on the application form. Additional unsolicited information will not be accepted after the last day for filing.

Your final score must be 70 or higher in order to pass. Rank on the eligible list will be determined after adding any wartime Veterans' and Civil Service Law Section 85-a credits to your final passing score.

Important: The Department of Civil Service and other state agencies may communicate with you through email correspondence. This may include the notification of your examination results and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number and mailing address current by logging into <https://www.cs.ny.gov/home/myaccount>.

HOW TO APPLY:

- Online our Internet address is <http://www.cs.ny.gov/exams>; or
- Download the examination application NYS-APP form at <http://www.cs.ny.gov/announ/applications.cfm>; or
- Email cs.sm.examinfo@cs.ny.gov to request NYS-APP form; or
- Obtain NYS-APP form from a State agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 or toll free at 1-877-697-5627.

WHERE TO APPLY: Mail your completed application to:

- Application Processing, New York State Department of Civil Service, Albany, NY 12239

The NYS Department of Civil Service reserves the right to reject for lateness or to accept applications filed after the advertised filing period. All statements you make on your application are subject to investigation.

State agencies have an ongoing need for persons qualified for appointment to these positions. Therefore, the Department of Civil Service will accept applications at any time and will rate applications whenever additional eligibles are needed. In general, all applications received up to six weeks before a scheduled test date will be processed for that test date. Applications received afterward will be retained for the next scheduled rating.

RETEST POLICY: Qualified candidates may file as frequently as once a year, but a new application is required each time.

INFORMATION FOR CANDIDATES

NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER: It is the policy of the State of New York to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

Appointment to many positions in State government require candidates to undergo an investigative screening. This may include a thorough character investigation, a Federal Bureau of Investigation Criminal Record History Check, a Child Abuse Registry clearance, or other similar procedures. Candidates may be fingerprinted and may be required to pay any necessary fees for that procedure. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment.

ELIGIBILITY FOR EMPLOYMENT: You must be legally eligible to work in the United States at the time of appointment and throughout your employment with New York State. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986, and the Immigration and Nationality Act.

REASONABLE ACCOMMODATIONS IN TESTING: It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

NEW YORK STATE RESIDENCE IS NOT REQUIRED FOR MOST POSITIONS: However, you must be eligible for employment in the United States.

CONTINUOUS RECRUITMENT/ELIGIBLE LISTS: Candidates who meet the qualifications and pass this examination will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or took the test. Generally, the names of qualified candidates will remain on the eligible list for two years. Appeal of ratings will not be allowed as the opportunity for retest exists. The Department of Civil Service reserves the right to terminate this special recruitment program.