

GUAM MEMORIAL HOSPITAL AUTHORITY

JOB ANNOUNCEMENT

OPEN COMPETITIVE EXAMINATION TO ESTABLISH A LIST FOR THE POSITION

Open: October 01, 2019

CLOSING DATE: CONTINUOUS

ANN. NO.: 20-0084

POSITION TITLE: MEDICAL HEALTH RECORDS ADMINISTRATOR

CLASS CODE: 2.137

SALARY:

OPEN: N-01 \$45,014.00 per annum to N-10 \$61,796.00 per annum

PROMOTION: N-01 \$45,014.00 per annum to N-18 \$79,338.00 per annum

MINIMUM EXPERIENCE AND TRAINING:

- a) Three years of experience in medical records and graduation from a recognized college or university with a Bachelor's degree in Medical Records Administration or closely related field; or
- b) Four years of experience in medical records, one year of supervisory work, and completion of accredited Record Technician Program (AA Degree); or
- c) Any equivalent combination of experience and training beyond the Associate's degree which provides the minimum knowledge, abilities, and skills.

NECESSARY SPECIAL QUALIFICATION:

The following special qualifications shall be contingency of employment and shall be acquired by the employee at no more than three years upon appointment:

- a) Possession of an active certificate of registration as a Registered Record Administrator approved by the American Medical Record Association; or
- b) Possession of an active Accredited Record Technician Certificate approved by the American Medical Record Association.

NATURE OF WORK:

- Plans, develop and directs the administration of a medical record system.
- Employees in this class are responsible for the management of the medical record program for a public health agency.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of medical records management, procedures and techniques.
- Knowledge of standard medical terminology and general clinic medical terminology.
- Knowledge of the principles and practices of personnel management.
- Ability to plan and direct the administration of a medical record program for a public health agency.
- Ability to interpret and apply pertinent laws, regulations and other program guidelines.
- Ability to organize and analyze work procedures.
- Ability to establish and maintain close cooperation with medical, paramedical and other health services.
- Ability to evaluate program and make modifications to enhance program effectiveness.
- Ability to communicate effectively, orally and in writing.
- Ability to work effectively with employees and the public.
- Ability to maintain records and prepare reports.

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EXAMINATION REQUIREMENTS: A written test may be required. When a written test is not required, applicants will be rated on a scale between 70.00 and 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the positions. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examination.**

EDUCATION REQUIREMENT: Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 29-113, effective September 30, 2008, all new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job.

PRIMARY SOURCE VERIFICATION: Applicants applying for positions in the Nursing and/or Allied Health Professional positions requiring licensure pursuant to Public Law 24-329 or National Credentialing Institution must obtain a verification of licensure upon notification of selection as a condition of employment. All cost incurred for licensure/ certification verification is at the applicant's expense.

VETERANS' PREFERENCE: Applications claiming veteran's preference are required to provide a copy of their DD-214 (Military discharge member 4 form). Those claiming Compensable Disability are required to provide verification from the Veteran's Administration.

DISABILITY PREFERENCE: Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by the Director of Public Health & Social Services.

POLICE AND COURT CLEARANCE: Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants accepting employment with Guam Memorial Hospital Authority must submit a police and Superior Court of Guam clearance of no more than 3 months old from the date of notification of selection as a condition of employment. The cost of the clearances is the applicant's responsibility. Off-Island applicants must obtain clearances from their last place of resident.

PRE-EMPLOYMENT PHYSICAL MEDICAL EXAMINATION:

All applicants accepting employment with Guam Memorial Hospital Authority must take and pass a pre-entry Physical Examination as a condition of employment. Expenses for the physical/medical examination must be paid by the applicant.

INTERVIEW PROCESS:

Upon receipt of the applicant's Notice of Eligible Rating applicants who are interested to be interviewed while **off-island** (regardless of the duration of stay) **must** inform the Human Resources Department in writing of their temporary mailing address and/or telephone number where they may be contacted should there be a scheduled interview.

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for eligibles referred via certification. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled interviews.**

DRUG SCREENING:

All applicants tentatively selected for this position are required to submit to a urine test to screen for illegal use of drugs prior to appointment.


IMPORTANT INFORMATION: Public Law 99-603 (8USC, Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States.

If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

WHERE TO APPLY: Applicants must submit the "Government of Guam - Employment Application - Form A" to the Guam Memorial Hospital Human Resources Department between the hours of 7:00 a.m. to 4:00 p.m., Monday through Friday. Closed on official Government Holidays, Saturday and Sunday. To ensure full consideration of your application, all supporting documents must be submitted with the application. For further information, call 647-2171/2223 or visit the Guam Memorial Hospital Authority Human Resources Department at 850 Gov. Carlos Camacho Road Oka, Tamuning, Guam 96913. The Human Resources Department is located on the first floor within the Administration offices or visit the "gmha.org website" for other employment opportunities.

"TO PROVIDE QUALITY PATIENT CARE IN A SAFE ENVIRONMENT"

APPROVED:


Lillian Q. Perez-Posadas, RN, MN
Hospital Administrator/CEO

"EQUAL OPPORTUNITY EMPLOYMENT"