Hilo Medical Center
We Care for Our Community

HUMAN RESOURCES ∴ EAST HAWAII REGION: Hilo Medical Center, Hale Ho'ola Hamakua, Ka'u Hospital
1190 Waianuenue Avenue ∴ Hilo, Hawaii 96720 ∴ Phone (808) 974-6837 ∴ FAX (808) 974-6831

VACANCY ANNOUNCEMENT

CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

DATE POSTED: 12/10/09
JOB TITLE: HEALTH INFORMATION TECHNICIAN I
RECRUITMENT NO.: HMC 196-09
STATUS: PERMANENT/FULL-TIME
JOB LOCATION/DEPT.: HILO MEDICAL CENTER, MEDICAL RECORDS
SALARY: $2,483 PER MONTH SR-11, BU:03
(INCLUDES SHORTAGE DIFFERENTIAL OF $200)

Per the collective bargaining agreement as negotiated with HGEA, the salary amount will be 5% less than the posted salary schedule rate as of September 30, 2009.

JOB DUTIES: PROVIDES ASSISTANCE FOR A TECHNICIAN OR SPECIALIST BY PERFORMING PARA-PROFESSIONAL FUNCTIONS; AND PERFORM OTHER RELATED DUTIES AS REQUIRED. **MUST BE AVAILABLE TO WORK SHIFTS AS NECESSARY BASED ON HOSPITAL OPERATIONS; SERVICES ARE PROVIDED 24/7.**

MINIMUM QUALIFICATIONS: To qualify, you must meet all of the following requirements. Please note that unless specifically indicated, the required education and experiences may not be gained concurrently. In addition, qualifying work experience is credited based on a 40-hour workweek.

MEDICAL RECORDS EXPERIENCE: Two (2) years experience in a health information management department of a hospital or allied medical care facility, or in an allied health or medical program (e.g., nursing unit, admissions dept., clinic, etc.), which included such duties as filing medical records, posting data onto medical records, cross-indexing data, compiling numerical data from medical records or reports, typing/transcribing medical reports, and work of a comparable nature. The experience must have demonstrated knowledge of medical terminology, office practices and procedures pertinent to medical records processing and maintenance, common office appliances and equipment; and the ability to perform arithmetic computations, follow oral and written instructions, operate various kinds of office equipment and deal tactfully and effectively with others.

SUBSTITUTIONS ALLOWED:

1. Excess Specialized Experience may be substituted for Medical Records Experience which includes experience in a health information management department of a hospital or allied medical care facility which involved the performance of paraprofessional health information management work requiring knowledge of the nature and uses of medical records, medical terminology and established health information management classification, coding, filing and indexing systems; and the ability to analyze and file medical records and prepare reports and summaries from medical records.

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2. Successful completion of an associate degree in a health information technology program (HIT) accredited by the Commission on Accreditation of Allied Health Education Programs may be substituted for all of the requirements.

3. Successful completion of an associate degree in a health information technology program (HIT) in a foreign country whose professional association has an agreement of reciprocity with the American Health Information Management Association (AHIMA) may be substituted for all the requirements.

4. Successful completion of the correspondence course or the AHIMA Independent Study Programs in health information technology (HIT) and an associate's degree from an accredited college may be substituted for all of the requirements.

5. Possession of a current Registered Health Information Technicians (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 requirements.

REQUIRED FORMS AND DOCUMENTATION: Applicants must submit at the time of application, the **Supplement for Clerical Positions, Self-Certification Statement** and evidence of the appropriate training (e.g., official transcript or diploma) in order to be given credit for education. A legible photocopy will be accepted; however, Hawaii Health Systems Corporation reserves the right to request for an official copy.

PERSONS WITH DISABILITIES MAY CONTACT THE EMPLOYMENT OFFICER, HAWAII HEALTH SYSTEMS CORPORATION AT (808) 733-4162 (VOICE/TDD) TO DISCUSS SPECIAL NEEDS IN APPLYING.

AN EQUAL OPPORTUNITY EMPLOYER

UNLESS OTHERWISE INDICATED, ALL JOB VACANCIES WILL BE POSTED FOR A MINIMUM OF TEN (10) CALENDAR DAYS.

QUALITY OF EXPERIENCE: Possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must have been of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of this position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate the average number of hours worked per week. Please note that experience will be based on a 40-hour workweek.
Note: We will not postpone the recruitment process because of your failure to provide accurate and complete information concerning your qualifications.

MERIT OR CIVIL SERVICE SYSTEM: Applicants must meet the minimum qualification requirements, including education, experience, other public employment requirements for State Civil Service employment, and HHSC Standards of Fitness. Only those applicants that are scheduled for an interview with the hiring manager will be contacted. Applications will be kept active for six (6) months.

CITIZENSHIP AND RESIDENCE REQUIREMENT: Applicants must be eligible to work in the U.S. and at the time of appointment intend to reside in the State of Hawaii during the course of employment with the Hawaii Health Systems Corporation.

VETERAN'S PREFERENCE: If you are claiming Veteran's Preference, you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The Hawaii Health Systems Corporation is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodation should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be conditioned on the results of a complete physical examination, which includes a drug screening. For certain job categories, applicants may be referred to an HHSC-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations, except the cost for the drug screening, shall be borne by the applicant and not the Hawaii Health Systems Corporation. The Hawaii Health Systems Corporation shall bear the cost of the drug screening.

CRIMINAL/BACKGROUND, CREDENTIALING CHECKS: Applicable checks will be conducted periodically and any associated costs may be borne by the applicant. If a job offer is made or employment is begun prior to completion of all applicable checks, any offer of employment or continued employment is contingent upon satisfactory return of all required checks.

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HOW TO APPLY: Applications are available at the **HILO MEDICAL CENTER,** Human Resources Office, 1190 Waianuenue Avenue, Hilo, HI 96720. You can call (808) 974-6837 (Voice/TT), Toll Free (800) 845-6733, e-mail: **hmcrecruit@hhsc.org** or visit our website at www.hhsc.org. **Application hours are: 9:00 am – 2:00 pm** at which time applicants are able to complete an application and have their application reviewed by the facility Human Resources Office. Only applicants that have been through a Human Resources (HR) applicant screening process will be considered for an interview with a hiring manager. Applications for announcements with a deadline date must be on file no later than the last day to file applications. Applications for announcements with "Continuous Recruitment Until Needs are Met" will be accepted as long as there are vacancies. Inactive/filled announcements will be taken off the HHSC website.

STEPS TO AN ADMINISTRATIVE REVIEW, SUBSEQUENT APPEALS: If you do not agree with a decision made by the Employment Office as to your non-qualification or non-selection for a position, you may complete a Request for Administrative Review form (available on the HHSC website) or you may submit a written request within twenty (20) days from the date of your sent notice to the Regional Chief Executive Officer/Designee. Your letter requesting the Administrative Review must include 1. The job title(s) and recruitment number(s), 2. the specific reason(s) you are requesting the review noting if there is a statute or rule violation, and 3. any additional information you want to submit to substantiate your request. If you do not submit your request within the **twenty (20) days deadline, no Administrative Review will be conducted.** Since the Administrative Review is a prerequisite to subsequent steps, failure to utilize this process will make you ineligible for subsequent appeals. The administrative review, formal complaint and/or appeals hearing will not necessarily postpone the recruitment process and/or rescind a selection.

If you do not agree with the Administrative Review, you may file a Formal Complaint and then, if you are still not satisfied, you can appeal to the HHSC Merit Appeals Board.

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