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DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES DIVISION
GOVERNMENT OF GUAM

JOB ANNOUNCEMENT
OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION OF
MEDICAL HEALTH RECORDS SUPERVISOR

(Position Code No. 2.133)

ANNOUNCEMENT NO:

DOA40-14

APPLICATIONS WILL BE ACCEPTED
FOR THE PERIOD

MARCH 04, 2014 - CONTINUOUS

PAY GRADE:

OPEN: K -1 \$33,911 - K-7; \$42,398 P/A
PROM: K -1 \$33,911 - K -18; \$59,768 P/A

WHO CAN APPLY

Open to government of Guam employees and the public.

A) Three (3) years of progressively responsible experience in a hospital or health care medical records that included the analysis of medical records for the completion, consistency, and compliance with requirements, and graduation from a recognize college or university with a Bachelor's degree in Medical Records Administration; **OR**

B) Four (4) years of progressively responsible experience in a hospital or health care medical records that included the analysis of medical records for completion, consistency, and compliance with the requirements, and graduation from a recognize college or university with an Associate's degree in medical Records technology; **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**

A) Certification of a Registered Record Administrator (RRA) approved by the American Medical Records Association; **OR**

B) Certification as a Medical Record Technician approved by the American Medical Records Association.

**MINIMUM
EDUCATIONAL
REQUIREMENTS**

All new employees (meaning not a current government of Guam employee to include re-employment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resources Manager.

**SUITABILITY
DETERMINATION
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**PROHIBITION
PURSUANT TO P.L.
28-98**

No person convicted of a sex offense under the provisions of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

**POLICE & COURT
CLEARANCE
REQUIREMENTS**

If you are selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

NATURE OF WORK

This position assist the Medical Health Records Administrator in the planning, supervising and coordinating the programs and activities of the medical records department of the Department of Mental Health and Substance Abuse (DMHSS).

**ILLUSTRATIVE
EXAMPLES OF WORK**

Assists in the development and maintenance of mental health's system for documenting, storing and retrieving medical/health information; supervises medical records staff. Consults with the medical and health care team to ensure a common agreement and understanding concerning the medical records department. Assist in the implementation of new technological developments in medical

MEDICAL HEALTH RECORDS SUPERVISOR

records, including formulation and implementation of departmental policies and procedures. Provides input to medico-legal concerns on all phases of medical records. Serves as the mental health's custodian of records relating to court subpoenas, in the absence of the Clinical Administrator. Reviews medical records for quantitative and qualitative control purposes, assuring that all records are prepared and maintained according to established policies and procedures; implements and monitors the quality assurance policies and procedures for the department. Assures the maintenance of data for reporting purposes. Participates in the planning, developing implementation and maintenance of a microform medium for clinical records, and for reporting purposes. Participants in the preparation and managing of the department's budget as well as procuring resources for the operation of the department. Serves as the ex-officio member of the Mental Health's Medical Records Subcommittee of the Medical Staff, in the absence of the Clinical Administrator. Conducts in-service training to medical records personnel. Assists the Clinical Administrator in the planning, development, and implementation of patient care information system for mental health. Performs related duties as required.

KNOWLEDGE, ABILITIES & SKILLS

Knowledge of medical record science management, procedures, and techniques. Knowledge of medical terminology. Knowledge of the human anatomy and physiology. Knowledge of electronic data processing. Knowledge of medical record coding classifications. Knowledge of a health care organization relative to medical record administration. Ability to supervise the work of others. Ability to interpret and apply pertinent Federal and Local laws, regulations, and standard guidelines of other regulatory agencies. Ability to evaluate programs and recommend modifications to enhance effectiveness. Ability to handle court appearances when responding as custodian of records. Ability to work effectively with the public and employees. Ability to communicate effectively. Ability to maintain records and prepare reports.

EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

EMPLOYMENT MEDICAL EXAMINATION

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

DOCUMENTATION REQUIREMENTS

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General Instructions page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1120/1174.

INTERVIEWING PROCEDURES

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

WORK ELIGIBILITY

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as a condition of employment.

DRUG SCREENING

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This applies also to employees selected for Testing Designated Positions (TDP). Failure to submit to or pass such drug test shall be grounds for rescinding the offer of appointment.

WHERE TO APPLY

Submit job applications at the Department of Administration, Human Resources Division, 2nd Floor, ITC building, Tamuning, between the hours of 8:00 a.m. - 5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.

FOR MORE INFORMATION

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job application forms are accessible at Department of Administration's website at www.hr.doa.guam.gov. Also job applications can be download from http://www.govquamdcs.com/doa/index_doa.htm

For: 
SHANE G.L. NGATA, Personnel Services
Administrator, Human Resources Division

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.