



# MEDICAL RECORD DIRECTOR

CW25/1864 – Exam Code: 9RC41

OPEN – STATEWIDE

CONTINUOUS TESTING

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

**EXAMINATION BASE**

**DEPARTMENTAL OPEN FOR:**

**California Prison Health Care Services (CPHCS)**

Positions currently exist statewide with CPHCS.

**POSITION DESCRIPTION**

A Medical Record Director, under general direction, plans, develops, and manages a comprehensive health records system of administrative and clinical data in the Medical Records section of each State hospital, licensed care facility, or correctional facility; manages and directs a staff and oversees a health record system that meets medical, administrative, legal, ethical regulatory agency, and facility requirements; and performs other related work.

**WHO CAN APPLY**

Applicants who meet the minimum qualifications as stated below may apply and take this examination at any time, unless the applicant has tested within the testing period indicated below.

**HOW TO APPLY**

Submit Examination Application (Std. Form 678) and Conditions of Employment (Form 631) for this examination.

**By mail with:**

**California Prison Health Care Services  
Selection Services Section  
P.O. Box 4038, Suite 350  
Sacramento, CA 95812-4038**

or

**In person with:**

**California Prison Health Care Services  
Selection Services Section  
501 J Street, Lobby Drop Box  
Sacramento, CA 95814**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Selection Services Section.

**Note: Only applications with an original signature will be accepted.**

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

**APPLICATION DEADLINE/  
TESTING PERIOD**

Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

The testing period for this examination is six (6) months. Once you have taken the examination, you may not retest for six (6) months.

**SALARY RANGE**

**Currently, as of January 1, 2008:**

**\$4,467 - \$5,430 per month**

**BENEFITS**

For a summary of benefits provided by the Department of Personnel Administration, click here <http://www.dpa.ca.gov/benefits/orientation/Benefits.shtm> or the State Personnel Board, click here <http://www.jobs.ca.gov/PEC/benefits/benefits.aspx>

**SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special testing arrangements, please contact the CPHCS' Selection Services Section at (916) 445-1086 to make specific arrangements.

**MINIMUM QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Candidate must meet the following minimum qualifications to be admitted to the examination process.

**Either I**

Registration by the American Health Information Management Association (*formerly known as American Medical Record Association*) as a Registered Health Information Administrator (*formerly known as a Registered Record Administrator*) or eligibility for examination for registration. (Applicants who are not Registered Health Information Administrators will be admitted to the examination, but they must secure the certificate of registration, or submit proof of eligibility for examination for registration as evidenced by a statement from the Association before they will be considered eligible for appointment.)

**And**

**Experience:** Two years of experience in a medical records office of an approved hospital which must have involved the supervision of medical records personnel or consultation to the clinical staff on the quality of medical records.

**Or II**

Certification by the American Health Information Management Association (*formerly known as American Medical Record Association*) as a Registered Health Information Technician (*formerly known as an Accredited Record Technician*) or eligibility for examination for accreditation. (Applicants who are not Health Information Technicians will be admitted to the examination, or submit proof of eligibility for examination for accreditation as evidenced by a statement from the Association before they will be considered eligible for appointment.)

**And**

**Experience:** Four years of experience in a medical records office of an approved hospital which must have involved the supervision of medical records personnel or consultation to the clinical staff on the quality of medical records.

**Or III**

Certification by the American Health Information Management Association (*formerly known as American Medical Record Association*) as a Registered Health Information Technician (*formerly known as an Accredited Record Technician*) or eligibility for examination for accreditation. (Applicants who are not Registered Health Information Technicians will be admitted to the examination, but they must secure the certificate of accreditation, or submit proof of eligibility for examination for accreditation, as evidenced by a statement from the Association before they will be considered eligible for appointment.)

**And**

**Experience:** Two years of experience performing the duties of a Health Records Technician III in California state service.

### EDUCATION AND EXPERIENCE - WEIGHTED 100%

#### EXAMINATION PLAN

This examination will consist solely of an evaluation of each candidate's experience and/or education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience(s) relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

#### ELIGIBLE LIST INFORMATION

The resulting eligible list(s) will be established to fill vacancies for the CPHCS statewide. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Education and Experience examination to re-establish eligibility.

#### VETERANS POINTS/ CAREER CREDITS

Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.

### GENERAL INFORMATION

**Applications** are available at the State Personnel Board or their website at [spb.ca.gov](http://spb.ca.gov), local offices of the Employment Development Department, and at the California Prison Health Care Services.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**The California Prison Health Care Services** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history, and fingerprinting may be required.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis (high school is four years).

**IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.**

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED**

**FOR CURRENT CPHCS EXAMINATION INFORMATION CALL (916) 445-1086**

California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929

PO Box 4038, 501 J Street, Suite 350, Sacramento, CA 95812-4038

[www.cphcs.ca.gov](http://www.cphcs.ca.gov)

**THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS**

MK/Rev 10/24/11

MEDICAL RECORD DIRECTOR

NAME \_\_\_\_\_

CONDITIONS OF EMPLOYMENT - CDCR ADULT LISTING ONLY

PLEASE MARK THE APPROPRIATE BOX (ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED. If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If, after you are contacted for a job, you are unwilling to accept work you will be charged with a waiver. **After three such waivers**, your name will be made inactive. ON OPEN EMPLOYMENT LISTS, **once your name is placed inactive, it cannot be reactivated.** Therefore, before you mark this form, there are some things you should consider. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence. You may choose up to 15 different locations. If you choose more than 15, you will be certified for anywhere in the State.

TYPE OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

(D) Permanent Full-Time       (R) Permanent Part-Time       (K) Limited-Term Full-Time       (A) Any

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

**NOTE:** California State Prison has been abbreviated to "CSP."

LOCATION(S) YOU ARE WILLING TO WORK

(5) ANYWHERE IN THE STATE - If this box is marked, no further selection is necessary.

7238 UPPER NORTHERN REGION - If this box is marked, no further selection is necessary.

ADULT FACILITIES:

0802 Pelican Bay State Prison       1802 California Correctional Center       1805 High Desert State Prison  
Crescent City, Del Norte County      Susanville, Lassen County      Susanville, Lassen County

7231 NORTHERN REGION - If this box is marked, no further selection is necessary.

ADULT FACILITIES:

0309 Mule Creek State Prison       3417 Richard A. McGee Correctional  
Ione, Amador County      Training Center,  
 3423 CSP, Sacramento      Galt, Sacramento County  
Represa, Sacramento County       3901 Deuel Vocational Institution  
 4804 California Medical Facility      Tracy, San Joaquin County  
Vacaville, Solano County       4811 CSP, Solano  
 2102 CSP, San Quentin      Vacaville, Solano County  
San Quentin, Marin County       5505 Sierra Conservation Center  
 3400 Headquarters      Conservation Camp Facility  
Sacramento, Sacramento County      Jamestown, Tuolumne County  
 3404 Folsom State Prison  
Represa, Sacramento County

7232 CENTRAL REGION - If this box is marked, no further selection is necessary.

ADULT FACILITIES:

1015 Pleasant Valley State Prison       2003 Central California Women's Facility  
Coalinga, Fresno County      Chowchilla, Madera County  
 1513 Wasco State Prison       2004 Valley State Prison for Women  
Reception Center, Wasco, Kern County      Chowchilla, Madera County  
 1514 North Kern State Prison       2701 Correctional Training Facility  
Delano, Kern County      Soledad, Monterey County  
 1522 Kern Valley State Prison       2708 Salinas Valley State Prison  
Delano, Kern County      Soledad, Monterey County  
 1605 Avenal State Prison       4005 California Men's Colony  
Avenal, Kings County      San Luis Obispo, San Luis Obispo County  
 1606 CSP, Corcoran       1608 California Substance Abuse Treatment  
Corcoran, Kings County      Facility,  
Corcoran, Kings County

7233 SOUTHERN REGION - If this box is marked, no further selection is necessary.

ADULT FACILITIES:

1307 Calipatria State Prison       3313 Chuckawalla Valley State Prison  
Calipatria, Imperial County (North)      Blythe, Riverside County  
 1308 Centinela State Prison       3329 Ironwood State Prison  
Imperial, Imperial County (South)      Blythe, Riverside County  
 1503 California Correctional Institution       3612 California Institution for Men  
Tehachapi, Kern County      Chino, San Bernardino County  
 1995 CSP, Los Angeles       3613 California Institution for Women  
Lancaster, Los Angeles County      Corona, San Bernardino County  
 3310 California Rehabilitation Center       3715 R. J. Donovan Correctional Facility  
Norco, Riverside County      at Rock Mountain  
San Diego, San Diego County

Please notify CPHCS promptly of any address changes or availability for employment at the following address: CPHCS, Human Resources, Selection Services Section, P.O. Box 4038, Suite 350, Sacramento, CA 95812-4038.