



completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

### **Substitutions Allowed**

1. Excess Specialized Experience may be substituted for General Experience.
2. Graduation from high school or equivalent with courses in basic English and arithmetic may be substituted for six (6) months of the required General Experience.
3. Successful completion of a substantially full-time equivalent clerical curriculum leading to a degree or diploma at an accredited post-secondary school which included courses in basic English, arithmetic, general clerical procedures, and office machines may be substituted for one (1) year of the General Experience provided the duration of the training was for one (1) year or more.
4. Successful completion of a substantially full-time equivalent clerical curriculum leading to a degree, diploma or certificate of achievement at an accredited post-secondary school which was for a period of less than one (1) year may be substituted for the General Experience on a month-for-month basis, provided the training included courses in basic English, arithmetic, general clerical procedures and office machines.
5. Successful completion of baccalaureate degree courses at an accredited college or university which included courses in English composition and college mathematics may be substituted for experience on the basis of fifteen (15) semester credit hours or twenty three (23) quarter hours for six (6) months of General Experience, up to a maximum of one (1) year.
6. Successful completion of a two-year medical record technician program at a post-secondary institution accredited by the American Health Information Management Association may be substituted for all of the requirements for the class Medical Record Technician V.
7. Successful completion of the correspondence course for medical record technicians or the Independent Study Programs in Medical Record

Technology conducted by the American Health Information Management Association, and completion of the associated thirty (30) semester credit hours or forty five (45) quarter hours specified by that body may be substituted for all of the requirements for the class Medical Record Technician V.

8. Successful completion of a medical record technician program of less than two (2) years duration at a post-secondary institution accredited by the American Health Information Management Association may be substituted for the General Experience on a month-for-month basis.
9. A current Accredited Records Technician 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 for the class Medical Record Technician V.

### **Quality of Experience**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

### **Selective Certification**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

### **Tests**

Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

-----

This is an amendment to the minimum qualification specifications for the classes MEDICAL RECORD TECHNICIAN V, VI and VII, which were approved on July 25, 1995.

Date Approved: 8/25/14

*Barbara A. Krieg*  
for BARBARA A. KRIEG, Director  
Department of Human Resources Development