

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	4.151
	STATE OF HAWAII	4.153
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Minimum Qualification Specifications
for the Classes:

MEDICAL RECORD LIBRARIAN II, III & IV

Basic Education Requirements

Applicants for all levels must meet one of the requirements specified in A, B, C, D, or E below:

- A. Bachelor’s degree in medical record science or medical record administration from a college or university accredited by the Commission on Accreditation on Health Informatics and Information Management Education (CAHIIM).
- B. Certificate in medical record science or medical record administration from an approved school for medical record librarians (usually 12 months), and one of the requirements specified in 1, 2, or 3 below:
 - 1. Bachelor’s degree from an accredited college or university.
 - 2. Successful completion of at least 60 semester hours from an accredited college or university of which 12 hours must have been in biological sciences and 6 hours must have been in mathematics.
 - 3. Graduation from an accredited school of nursing.
- C. Successful completion of a one-year training and internship program for medical record librarians from an approved school, and possession of a bachelor’s degree from an accredited college or university.
- D. Possession of a Registered Health Information Administrator (RHIA) Certificate which was awarded after qualifying on the national registration examination given by the American Health Information Management Association (AHIMA).
- E. Any combination of a total of five years of college-level education, training and progressively responsible medical record library experience which establishes conclusively that the applicant possesses basic knowledge and understanding of the theories, principles, techniques, practices, terminology, and expressions of professional medical record library science; knowledge of the fundamentals of medical science; knowledge of

the fundamentals of human anatomy and physiology; and other knowledge and abilities essential for providing effective medical record library services.

1. If the applicant qualifies on the basis of a college-level education, she/he must have had at least one year of medical record library experience comparable in difficulty and responsibility to that of a Medical Record Technician VI (or higher) level in the State service.
2. If the applicant qualifies on the basis of experience alone with no college-level education or training, she/he must have had at least two years of medical record library experience comparable in difficulty and responsibility to that of a Medical Record Technician VI (or higher) level in the State service.
3. The applicant may qualify under any time and quality equivalent combinations of the requirements shown in paragraphs 1 and 2.
4. For the purpose of evaluating education, a full year of study is defined as a minimum of 30 semester credit hours (or equivalent). Specialized training, e.g., training at a school for medical record technicians or through "in-house" courses, will be allowed appropriate credit depending upon its applicability and extent.

Experience Requirements

Applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	Specialized Experience (Yrs)	Supervisory Aptitude	Total Experience (Yrs)
Medical Record Librarian II	0	0	0
Medical Record Librarian III	1	0	1
Medical Record Librarian IV	2	*	2

Specialized Experience: Progressively responsible professional medical record library work experience.

For the Medical Record Librarian IV level, at least one (1) year of the Specialized Experience must have been comparable to the Medical Record Librarian III level in the State service.

* Supervisory Aptitude: Applicants for the class Medical Record Librarian IV must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful 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.

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.

Non-qualifying Experience

Experience which has not provided a broad and thorough knowledge of medical record techniques and procedures such as experience in a medical record library as a file clerk or typist, or experience in an ordinary library as a librarian or library assistant, will not be considered as appropriate qualifying experience.

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 Medical Record Librarian II, III and IV, which were approved on October 11, 2007.

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