

# Medical Records Technician (ROI)

Department of Veterans Affairs

Veterans Health Administration

Job Location: Long Beach, CA

Full Time/Days

## JOB SUMMARY:

This position is located in the Health Information Management (HIM) section of the VA Long Beach Healthcare System. The MRT (ROI) reviews and processes requests for patient protected health information (PHI) in accordance with all laws and regulations governing authorization and disclosure of such information.

## QUALIFICATIONS:

### BASIC REQUIREMENTS:

- United States Citizenship: Non-citizens may only be appointed when it is not possible to recruit qualified citizens in accordance with VA Policy.
- Experience. One year of creditable experience that indicates knowledge of medical terminology and general understanding of health records. Six months of the required one year of creditable experience must have provided the knowledge, skills, and abilities (KSAs) needed to perform MRT (ROI) work. [EVIDENCE OF THIS EXPERIENCE MUST BE DOCUMENTED IN YOUR RESUME] **OR,**

### EDUCATION:

- An associate degree from an accredited college or university recognized by the U.S. Department of Education with a major field of study in health information technology/health information management, or a related degree with a minimum of 12 semester hours in health information technology/health information management (e.g., courses in medical terminology, anatomy and physiology, legal aspects of health care, and introduction to health records). [Transcripts must be submitted at time of application. Conferral of degree(s) must be stated on transcript(s). Unofficial transcripts(s) are acceptable]. **OR,**

### EXPERIENCE/EDUCATION COMBINATION:

- Equivalent combinations of creditable experience and education are qualifying towards meeting basic experience requirements. The following experience and educational/training substitutions are appropriate for combining education and creditable experience: (a) Six months of creditable experience that indicates knowledge of medical terminology, privacy and release of information, the health record, and one year above high school with a minimum of six semester hours of health information technology/health information management courses. (b) Six months of creditable experience that indicates knowledge of medical terminology, privacy and release of information, the health record, and successful completion of a course for medical technicians, hospital corpsmen, medical service specialists, or hospital training obtained in a training program given by the Armed Forces or the U.S. Maritime Service under close medical and professional supervision. The training program may be substituted on a month for- month basis for up to six months of experience provided the training program included courses in anatomy and physiology, and health record techniques and procedures.

## FOR MORE INFORMATION/TO APPLY:

<https://www.usajobs.gov/job/855337500>