

## TEST PLAN

### MEDICAL RECORDS SPECIALIST - #0015

1. Minimum Qualifications Screening.
2. Those passing the minimum qualifications screening may receive a grade notice that shows a final score of "Qualified"; or  
Agencies may develop test questions and rating criteria at the time of recruitment.
3. Those with a score of "Qualified" - or those ranking highest on the test will be invited to participate in the next phase of the selection process.
4. If you are hired, certain knowledge, skills, and abilities will be assessed during your trial service period.

### MINIMUM QUALIFICATIONS

- two years of experience reviewing, abstracting, and coding medical records; **OR**
- an Associate's degree in Health Information Technology from an accredited program; **OR**
- an equivalent combination of training and experience.

**NOTE:** Some positions require certification by the American Health Information Management Association (AHIMA) as a Registered Health Information Technologist (RHIT) or be eligible to take the qualifying examination at the time of appointment.