

CAREER AND TECHNICAL EDUCATION CERTIFICATE

Licensure Requirement Details

MEDICAL RECORDS TECHNOLOGY #4117

Prepared by the Office Career and Technical Education

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INTRODUCTION

The following information is provided by the Department of Education to serve as a self-evaluation guide for individuals interested in applying for a career and technical education teaching certificate in the State of New Jersey using the alternate route program. The guide provides information about eligible degrees, employment experience, and self-employment experience that can be used to apply for a certificate. It also contains information regarding required state-issued licenses or credentials, when applicable. Note that this guide is not meant to be used to determine actual eligibility to apply, and it does not contain all of the requirements for an actual certificate application. For complete application information, visit the Office of Licensure and Credentials website at <http://www.nj.gov/education/educators/license/>. **Individuals who do not hold the required credentials listed on this detail page should consult Part F: Other Credentials.**

PART A: CAREER AND TECHNICAL EDUCATION CERTIFICATE AND PROGRAM

The holder of a **Medical Records Technology Career and Technical Education Certificate #4117** issued by the New Jersey Department of Education is eligible to teach in the following secondary career and technical education program offered by public school districts in the State of New Jersey:

- ***Health Information/Medical Records Technology/Technician, Program CIP Code #501707:*** *A program that prepares individuals, under the supervision of health information administrators and other professionals, to construct medical records and clinical databases, perform manipulations on retrieved data, control the security and quality of records, and supervise data entry and technical maintenance personnel. Includes instruction in clinical and biomedical science data and information requirements, database management, data coding and validation, information security, quality control, health information content and structure, medical business procedures, and legal requirements.*

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- ***Medical Transcription/Transcriptionist, Program CIP Code #510708:*** *A program that prepares individuals to execute verbatim medical conference minutes, medical reports, and medical orders. Includes instruction in dictation and simultaneous recording, analysis of notes and visual evidence, medical terminology, data processing applications and skills, formal medical report and correspondence formats, professional standards, and applicable law and regulations.*

PART B: REQUIRED STATE-ISSUED OCCUPATIONAL LICENSE OR CREDENTIAL

Currently, there are no State-issued occupational licenses or credentials required for this teaching certificate.

PART C: APPLICATION FOR CERTIFICATE USING A DEGREE

Option 1: Bachelor's degree or higher

Applicants using this option must meet all of the following requirements, and should review the requirements prior to submitting an application. The requirements include the following:

- Possession of an eligible degree with an eligible grade point average (GPA)
- Successful completion of an examination in physiology, hygiene and substance abuse issues
- Successful completion of a 24-hour introduction to teaching course

Requirements:

1. Applicants must submit the following:
 - a) An official, sealed copy of their transcript(s) for a bachelor's degree or higher in a Department-approved subject area for the certificate. Applicants must have completed at least 30 credits in a coherent sequence of courses in the subject area from a regionally accredited college or university. Examples of eligible subject areas include the following:
 - *Health Services Management*
 - b) The applicant's GPA must be 2.75 or higher. Applicants with a bachelor's degree or higher who graduate on or after September 1, 2004, with a GPA that is below 2.75 in a four-year degree program, but at least 2.50 when a GPA of 4.00 equals an A grade, are eligible to apply for the career and technical education certificate by submitting evidence of a minimum of two years (equivalent to 4,000 hours) of full-time or part-time employment, following the requirements identified in 1(a) – (c) in **PART D**, below.
2. Applicants must pass an examination in physiology, hygiene and substance abuse issues pursuant to N.J.A.C. 6A:9-5.9, including the effects of narcotics and alcohol. The examination is administered at the county offices of education. In lieu of this examination, the applicant may present basic military training or college level study in

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areas such as biology, health or nutrition. To obtain details regarding this examination, contact a county office of education: <http://www.state.nj.us/education/counties/>

3. Applicants must complete a 24-hour introduction to teaching course through an authorized provider, which serves as an introduction to the teaching profession for those individuals who are exploring career options. Topics include classroom management, lesson planning, introduction to New Jersey core curriculum content standards, and assessment of pupil progress. To obtain information regarding this requirement, read the section titled, "New Requirement for Certificate of Eligibility," on the following website: <http://www.nj.gov/education/educators/license/advisories/applicant.htm>

Option 2: Associate's degree

Applicants using this option must meet all of the following requirements, and should review the requirements prior to submitting an application. The requirements include the following:

- Possession of an eligible degree with an eligible grade point average (GPA)
- Possession and documentation of an eligible employment experience
- Successful completion of an examination in physiology, hygiene and substance abuse issues
- Successful completion of a 24-hour introduction to teaching course

Requirements:

1. Applicants must submit the following:
 - a) An official, sealed copy of their transcript(s) for an associate's degree in a Department-approved subject area for the certificate. Applicants must have completed at least 30 credits in a coherent sequence of courses in the subject area from a regionally accredited college or university. Examples of eligible subject areas include the following:
 - *Medical Office Assistant*
 - *Health Information Technology*
 - *Health Service Administration & Medical Insurance & Billing & Coding*
 - b) Applicants with a GPA that is below 2.75 cannot apply for a certificate using their degree. In such cases, applicants must apply in accordance with the requirements of **Part D**, below.
2. Applicants using an associate's degree must also submit evidence of a minimum of two years (equivalent to 4,000 hours) of full-time employment or part-time employment, following the requirements identified in 1(a) – (c) in **PART D**, below.
3. Applicants must pass an examination in physiology, hygiene and substance abuse issues pursuant to *N.J.A.C. 6A:9-5.9*, including the effects of narcotics and alcohol. The examination is administered at the county offices of education. In lieu of this examination, the applicant may present basic military training or college level study in areas such as biology, health or nutrition. To obtain details regarding this test, contact a county office of education: <http://www.state.nj.us/education/counties/>

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4. Applicants must complete a 24-hour introduction to teaching course through an authorized provider, which serves as an introduction to the teaching profession for those individuals who are exploring career options. Topics include classroom management, lesson planning, introduction to New Jersey core curriculum content standards, and assessment of pupil progress. To obtain information regarding this requirement, read the section titled, "New Requirement for Certificate of Eligibility," on the following website: <http://www.nj.gov/education/educators/license/advisories/applicant.htm>

PART D: APPLICATION FOR CERTIFICATE USING EMPLOYMENT EXPERIENCE

Applicants using this option must meet all of the following requirements, and should review the requirements prior to submitting an application. The requirements include the following:

- Possession and documentation of eligible employment experience*
- Successful completion of an examination in physiology, hygiene and substance abuse
- Successful completion of a basic skills assessment (PRAXIS I[®] exams)
- Successful completion of a 24-hour introduction to teaching course

***NOTICE:** The New Jersey Department of Education uses the federal Occupational Information Network (O*NET) as its standard for determining eligible employment experience. O*NET lists the following additional applicable job titles for the **Medical Records Technology Career and Technical Education Certificate #4117**: *Medical Records and Health Information Technicians, Medical Records Clerk, Health Information Clerk, Medical Records Technician, Office Manager, File Clerk, Medical Records Coordinator, Medical Records Analyst, Medical Records Director, Receptionist, and Coder.*

Requirements:

1. Applicants using employment experience only must submit evidence of at least four years (8,000 hours) of eligible fulltime or part-time employment in one or more of the job titles identified above.
 - a) The eligible employment experience must be within 10 years of the date of the application submitted to the New Jersey Department of Education. Employment experience that is older than 10 years will not be accepted.
 - b) The eligible employment experience must be documented by the applicant's employer(s) using the Department of Education's Statement of Employment Experience form. If the applicant's eligible employment experience was obtained from more than one employer during the period of time for which eligible hours will be calculated, then a separate Statement of Employment Experience form must be completed by each employer. Employment experience submitted in any other format will not be accepted. Applicants may download the Statement of Employment Experience form from the Department of Education's website at the following link: http://www.nj.gov/education/educators/license/forms/voc_employer_experience.pdf
 - c) The employer(s) completing a Statement of Employment Experience form(s) will comment on the applicant's work performance and safety practices for the following

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general occupational competencies and tools as identified in the O*NET Job Description for this occupation, as follows:

TASKS:

- *protect the security of medical records to ensure that confidentiality is maintained.*
- *Review records for completeness, accuracy and compliance with regulations.*
- *Retrieve patient medical records for physicians, technicians, or other medical personnel.*
- *Release information to persons and agencies according to regulations.*
- *Plan, develop, maintain and operate a variety of health record indexes and storage and retrieval systems to collect, classify, store and analyze information.*
- *Enter data, such as demographic characteristics, history and extent of disease, diagnostic procedures and treatment into computer.*
- *Compile and maintain patients' medical records to document condition and treatment and to provide data for research or cost control and care improvement efforts.*
- *Process and prepare business and government forms.*
- *Process patient admission and discharge documents.*
- *Assign the patient to diagnosis-related groups (DRGs), using appropriate computer software.*

TOOLS & TECHNOLOGY:

- *Medical charting systems components or accessories: Barcode attachment equipment*
- *Microfiche or microfilm viewer components or accessories: Microfiche viewing machines; Microfilm viewing machines*
- *Postal scales*
- *Scanners: Flat-top scanners*
- *Special purpose telephones: Multi-line telephone systems*
- *Accounting software: Billing software; NDCMedisoft software; QMSoftware Receivables Management; Siemens Soarian Financials*
- *Data base user interface and query software: EAD Systems software; Microsoft Access; O-HEAP software; Purkinje Dossier*
- *Document management software: Fox Meadows Accent Data Manager; Hyland Software OnBase; IDX Systems Patient Chart Tracking; SoftMed ChartReserve*
- *Medical software: eClinicalWorks software; STAT! Systems QD Clinical; Visionary Medical Systems Visionary OFFICE PM; Welford Chart Notes*
- *Voice recognition software: Cyber Records MediChart Express; ScanSoft Naturally Speaking; Speech recognition software; Voice dictation software*

Applicants will attach the above list of tasks and tools to the Statement of Employment Experience form(s) prior to submitting the form(s) to an employer(s) for

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completion. Based upon the O*NET Information page 29-2071.00 - Medical Records and Health Information Technicians: O*NET Website:
<http://online.onetcenter.org/link/summary/29-2071.00>

2. Applicants must pass an examination in physiology, hygiene and substance abuse issues pursuant to *N.J.A.C. 6A:9-5.9*, including the effects of narcotics and alcohol. The examination is administered at the county offices of education. In lieu of this examination, the applicant may present basic military training or college level study in areas such as biology, health or nutrition. To obtain details regarding this test, contact a county office of education: <http://www.state.nj.us/education/counties/>
3. Applicants must pass the PRAXIS I[®] basic skills tests*, including the following:
 - Praxis Pre-professional Skills Test Reading (#10710)
 - Praxis Pre-professional Skills Test Writing (#20720)
 - Praxis Pre-professional Skills Test Mathematics (#10730)

For more information regarding the PRAXIS I[®] basic skills tests, visit the “New Jersey: Praxis Test Requirements” page of the Employment Testing Service (ETS) website at the following link: <http://www.ets.org/praxis/nj>. Scroll to the bottom of the page to “Career and Technical Education.” The three required tests are in the column to the right. Test preparation information and materials are also available from ETS. On the webpage, go to the “In This Section” selection in the upper left-hand corner and click on “For Test Takers.” Select the PRAXIS I[®] Pre-Professional Skills Test (PPST) link, which goes to the PRAXIS I[®] Overview page. Click on the light blue “Prepare for the Test” tab. Select one of the three PRAXIS I[®] tests. Each link goes to a page that contains free test prep information as well as test guides that may be purchased.

***NOTICE:** Applicants who have completed a college degree (two-year, four-year or higher) in any subject area, regardless of GPA, are not required to take the PRAXIS I[®] tests.

4. Applicants must complete a 24-hour introduction to teaching course through an authorized provider, which serves as an introduction to the teaching profession for those individuals who are exploring career options. Topics include classroom management, lesson planning, introduction to New Jersey core curriculum content standards, and assessment of pupil progress. To obtain information regarding this requirement, read the section titled, “New Requirement for Certificate of Eligibility,” on the following website: <http://www.nj.gov/education/educators/license/advisories/applicant.htm>

PART E: APPLICATION FOR CERTIFICATE USING SELF-EMPLOYMENT EXPERIENCE

Currently, self-employment is not an available option for this teaching certificate. Individuals must apply using the requirements of **PART C** or **PART D**, above.

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PART F: OTHER CREDENTIALS

Individuals who possess a degree and/or employment or self-employment experience not listed on this worksheet may submit their degree and/or employment or self-employment experience along with an application for a career and technical education certificate to the Department of Education, which will review the submission in order to determine eligibility. There is a fee associated with this service. However, the Department of Education does not guarantee that credentials submitted will be accepted by the Department of Education as satisfying the requirements for a career and technical education certificate. For more information, visit the Office of Licensure and Credentials homepage at <http://www.nj.gov/education/educators/license/>

PART G: MILITARY SERVICE/TROOPS TO TEACHERS

Individuals with military service may have obtained qualifying employment experience, education, and/or training during their military service via the New Jersey Troops to Teachers program. The Troops to Teachers program (TTT) assists eligible military personnel with the transition to a new career as public school teachers. The New Jersey TTT office will provide participants with counseling and assistance regarding certification requirements, routes to state teacher certification and employment leads. For information, contact the New Jersey Department of Education Troops to Teachers office at 800-680-0884 or e-mail ttnj@doe.state.nj.us
New Jersey Troops to Teachers Website: <http://www.nj.gov/njded/ttnj>

PART H: ARE YOU LOOKING FOR A TEACHING JOB IN NEW JERSEY?

Visit NJHire today, the New Jersey Department of Education's free education recruitment website. NJ HIRE Website: <http://www.njhire.com>