



Program Associate
Division of Public Health
Vital Records

Job Description: This position's primary responsibility is to key the cause of death into the Medical Indexing, Classification and Retrieval System (SuperMICAR). This system is implemented by the National Center for Health Statistics (NCHS). Responsible for entering 50% of the cause of deaths filed with the State of Georgia. Transmit the data into the SuperMICAR that produce rejects with Automated Classification of Medical Entity (ACME) codes. Create filenames in order to download the files and print rejected codes. Manually edit/code any errors and update the MICAR and ACME rejects. Transmit finished/completed files to NCHS. However, other duties entail the following:

- Query any unacceptable records either by phone or mail to the certifier or doctor.
- Add queried information to the record and annotate the date and by whom the information was received.
- Update MICAR codes and redo MICAR procedures if any changes to the cause of death are made.
- Maintain medical query file.
- Reconcile duplicate death records.
- Maintain log of voided records.
- Type and send medical letters to doctors/coroners to confirm rare diseases.
- Answer telephone inquiries from funeral homes, hospitals, local registrars, physicians.
- Assist hospital and county staff in the proper filing of the records.
- Maintain a daily and weekly total of records.

Qualifications

High school diploma or GED and two years of related experience OR One year at the lower level or at an equivalent position OR Two years of college or Associate degree.

Preferred Qualifications

Preference will be give to applicants who, in addition to meeting the above requirements, possess the following:

- Knowledge of cause of death coding practices and international and national rules governing coding procedures and knowledge of medical terminology and etiology of diseases.
- Two years of full-time or equivalent part-time paid experience in general clerical work involving coding and indexing paperwork, and one year of full-time or equivalent part-time paid experience of on-the-job training in Vital Records.
- Certification by National Center for Health Statistics in Automated Classification of Medical Entities (ACME), Underlying Cause of Death (TRANSAX)
- SuperMICAR experience

Benefits

In addition to a competitive starting salary (\$22,077.93 - \$30,369.88), the Department of Community Health offers a generous benefits package that includes employee retirement plan, deferred compensation, 12 paid holidays, vacation & sick leave, dental, vision, long term care, and life insurance. For general information about benefits go to:

<https://www.careers.ga.gov/careersBenefits.asp>. For information on the retirement plan go to: www.ersga.org.

Note: Current state employees are subject to the statewide plan administration practices. This position is a pay grade 10 on the statewide salary plan.

This position is located in Decatur.

Applying for this job

Please email your cover letter and resume in **Microsoft Word** format to: willis@dhjobs.com . To ensure proper routing/handling of your credentials, **copy/paste** or **type** the following as your email subject: **Program Associate –VR**

Job announcements are subject to change/removal without notice. Positions are closed once sufficient pools of qualified applicants are identified.

Due to the volume of credentials received, only those under interview consideration will be contacted regarding status of their application.

Current DHS employees are subject to State Personnel Administration rules regarding salary

The Georgia Department of Community Health does not provide sponsorship to H1-B Visa applicants

DCH accepts educational credentials recognized by The Council for Higher Education Accreditation ([CHEA](#)) and/or the US Department of Education ([DOE](#)) will be considered. *DCH will contact educational institutions to verify degree, diploma, licensure, etc*