



Program Associate
Division of Public Health
Vital Records

Job Description: The Georgia Department of Community Health, [Division of Public Health](#) is seeking a Program Associate for Vital Records.

This position's primary responsibility is to examine all Induced Abortions records received in the Registration unit to ensure the records are filed according to O.C.G.A. 31-10-19 and DCH Regulations 290-1-3-.02. Each record is examined for completeness, accuracy and acceptability, assigned a state file number and the data entered into the VEIS system on a daily basis. However, other duties entail the following:

- Maintain a daily and weekly total of records.
- Query any unacceptable records either by phone or mail to the clinic record keeper.
- Add queried information to the record and annotate the date and by whom the information was received.
- Maintain query file.
- Type query letters.
- Answer telephone inquiries about ITOPS received.
- Assist hospital and county staff in the proper filing of the records.
- Assist indexing of death records.
- Assist in making birth corrections as needed.

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

One year data entry 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.

Area Information This position is located in Decatur

Applying for this job

Please email your cover letter and resume in **Microsoft Word** format to: willis@dhrrjobs.com .

To ensure proper routing/handling of your credentials, **copy/paste** or **type** the following as your email subject:
Vital Records PA

Candidates for this position may be subject to employment drug testing and criminal background check. This position is subject to closing at anytime once a satisfactory applicant pool has been identified by the hiring authority.