



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATION UNIT  
1 CENTRE STREET, 14<sup>TH</sup> FLOOR  
NEW YORK, NY 10007

<b>REQUIRED FORMS</b>
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

MICHAEL R. BLOOMBERG  
Mayor

EDNA WELLS HANDY  
Commissioner

# NOTICE OF EXAMINATION

**HOSPITAL CARE INVESTIGATOR (HHC)  
Exam No. 3030  
(For The New York City Health and Hospitals Corporation Only)**

<p><b>WHEN TO APPLY:</b> From: January 2, 2013 To: January 22, 2013</p>	<p><b>APPLICATION FEE: \$47.00</b> If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.</p>
<p><b>THE TEST DATE:</b> The multiple-choice test is expected to be held on <b>Saturday, April 13, 2013.</b></p>	

**WHAT THE JOB INVOLVES:** Hospital Care Investigators (HHC), under direct supervision, conduct investigations in NYC Health and Hospitals Corporation (HHC) hospitals and health care facilities to determine the eligibility of applicants for medical assistance payment programs, or the ability of patients and their legally responsible relatives to pay for hospital or health care charges and take the necessary actions to bill and collect for these services; explore alternative sources for payment of hospital or health care services rendered; verify, modify and code demographic and insurance data obtained from source documents, and enter such data into a computerized system; perform billing and collection functions in order to obtain maximization of a hospital's or health care facility's revenue. All Hospital Care Investigators (HHC) perform related work.

**Special Working Conditions:** Hospital Care Investigators (HHC) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

**THE SALARY:** The current minimum salary is \$34,977 per annum. This rate is subject to change.

**HOW TO APPLY:** If you believe you meet the requirements in the "How to Qualify" section, you may submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, prepaid debit card which you may purchase online or at various retail outlets, or money order payable to DCAS (Exams). If you pay online by credit card, bank card, or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

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| <p><b><u>Manhattan</u></b><br/>2 Lafayette Street<br/>17<sup>th</sup> Floor<br/>New York, NY 10007</p> | <p><b><u>Brooklyn</u></b><br/>210 Joralemon Street<br/>4<sup>th</sup> Floor<br/>Brooklyn, NY 11201</p> |
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**The Computerized Testing Centers will be closed on Monday, January 21, 2013.**

**Special Circumstances Form:** This form is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/exam\\_special\\_circumstances.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf). This form gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination."

**HOW TO QUALIFY:** You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**Education and Experience Requirements:** By **January 31, 2013**, you must have:

- (1) A baccalaureate degree from an accredited college; or
- (2) A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization, and four years of full-time experience in interviewing, investigation, or a related field, such as credit and collection follow-up or bookkeeping; or
- (3) Education and/or experience which is equivalent to (1) or (2) above. College education may be substituted for experience on the basis that 30 semester credits is equivalent to 1 year experience. However, all candidates must have at least a four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization.

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. This is required only if you need credit for your foreign education in this examination.

**You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test Paper and submit it by the end of the filing period.** You will not receive credit for education and experience which you obtain after the end of the filing period, nor will you be permitted to submit new or additional information about your education and experience once the filing period has ended.

**Medical Requirement:** In accordance with applicable Federal, state and local laws and regulations, the NYC Health and Hospitals Corporation has established medical standards for this position. Accordingly, all eligibles who have been offered a position will be required to undergo and pass a medical examination prior to the date of appointment to ensure that those medical standards have been met and that they can perform the essential functions of the position. During the medical examination, eligibles will be subject to a drug screening test. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the medical examination, and/or to perform the essential functions of the job.

**Residency:** City residency is not required for this position.

**English Requirement:** You must be able to understand and be understood in English.

**Proof of Identity:** Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the New York City Health and Hospitals Corporation.

#### **REQUIRED FORMS:**

1. **Application for Examination:** **If you are applying online**, follow the online instructions. **If you are applying by mail**, make sure that you follow all instructions included with your application, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Fill out **Sections A.1 (if applicable), A.2, A.3, A.4, and B.** This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records. **If you are applying online**, follow the online instructions. **If you are applying by mail**, write your social security number and the examination title and number on the cover page and on each of the remaining pages of this form.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a **"document-by-document" (general)** evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

**THE TEST:** The multiple-choice test may be given at a computer terminal or in paper and pencil format. You will be informed of the format on your Admission Card. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test will include questions which may require the use of any of the following abilities:

**Written Comprehension:** understanding written sentences and paragraphs.

**Written Expression:** using English words or sentences in writing so that others will understand.

**Information Ordering:** following correctly a rule or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations.

**Number Facility:** involves the degree to which adding, subtracting, multiplying and dividing can be done quickly and correctly.

**Decision Making:** is the ability to analyze a problem or situation and make appropriate judgments, such as a logical conclusion, feasible solution or most appropriate action.

**Planning, Organizing and Prioritizing:** is the ability to establish a course of action for yourself to accomplish a specific pre-set goal; this includes the ranking of specific tasks and objectives based on their importance, time constraints, etc.

**Inductive Reasoning:** combining separate pieces of information, or specific answers to problems, to form general rules or conclusions. It involves the ability to think of possible reasons for why things go together.

**Deductive Reasoning:** is the ability to apply general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense.

**Note:** You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified and your application fee will not be refunded.

**ADMISSION CARD:** You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14<sup>th</sup> Floor, Manhattan, to obtain a duplicate card.

**THE TEST RESULTS:** If you meet the education and experience requirements and pass the multiple choice test, your name will be placed in final score order on an HHC eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

**ADDITIONAL INFORMATION:**

**Selective Certification for Foreign Language and/or American Sign Language:** If you can speak, read or write Albanian, Arabic, Bengali, Bosnian Serbo-Croatian, Chinese (Cantonese), Chinese (Mandarin), French, German, Greek, Haitian/Creole, Hebrew, Hindi, Hungarian, Italian, Khmer, Korean, Polish, Portuguese, Russian, Spanish, Tibetan, Urdu, Vietnamese, West African Language (e.g. Ibo), and/or Yiddish and/or you know American Sign Language, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions given to you on the day of the test to indicate your interest in such Selective Certification. This requirement may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - USEG, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

**Reemployment of public service retirees:** HHC has promulgated rules regarding the reemployment of persons who have already retired from public service. Any such retired person is advised to consult with HHC Human Resources Management, Office of Certification and Examinations at (212) 788-3568 to determine whether he or she would be eligible for appointment from an eligible list established for this examination.

**List Termination:** The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the NYC Health and Hospital Corporation.

**PENALTY FOR MISREPRESENTATION:** Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available at [nyc.gov/dcas](http://nyc.gov/dcas) and at the DCAS Computerized Testing Centers.

The New York City Health and Hospitals Corporation is an Equal Opportunity Employer.  
Title Code No. 523420; Hospital Care Investigator Occupational Group

For information about other exams, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)