

Test Batteries by Job Family Updated 3/6/2020

Institutional Testing			
Job Family	Job Titles	Test Battery	Time
Administrative Support/Word	Administrative Assistant (9019) Legal Secretary (9049) Secretary (9044) Sr Secretary (9020) Sr Administrative Assistant (9018)	Service Excellence, ServiceFit for Healthcare, MS Word 2016	1.5 hr
Business Support & Front Line Service (continues to next page)	Accounting Clerk (9171) Administrative Clerk (9069) Associate Patient Access Rep (1991) Buyer (9649) Catering Assistant (6155) Clerk (9071) Coord, DI Services (1147) Coord, Facilities Operations Center (5316) Coord, Patient Services (2034) Coord, Technical Services (6328) Coord, Work Control (5068) Customer Service Spec (2017) Data Entry Operator (9396) Executive Search Coord (9576) Financial Clearance Assoc (2008) HIM Associate (1308) HR Operations Rep (7833) HR Service Center Spec (7834) Human Resources Asst (9543) Imaging Library Rep (1330) Information Representative (9894) International Patient Asst (8219) Lead Clerk (9050) Parking/Operations Asst (6265) Patient Access Representative (1983) Patient Access Specialist (1998) Patient Care Technician (1080) Patient Escort (1082) Patient Representative (1539) Patient Safety Assistant (2450) Patient Services Ambassador (1946) Patient Services Representative (1566) PBS Assistant (1977) PBS Associate (1973) Per Diem Patient Care Technician (1079) Personnel Assistant (9587) Planner/Scheduler (5013) PRS Coordinator (9544) Public Safety Officer (6343) Receptionist (9097) Room Service Assistant (6114) Sr Administrative Clerk (9068) Sr Clerk (9070)	Service Excellence, ServiceFit for Healthcare	1 hr

1. All test times are an estimate of how long most candidates take to complete the assessment.
2. *Client Driven and Departmental testing is only permitted after going through the validation process with assistance of HR Leadership Institute
3. Except where noted, all passing scores are valid for one year. All failing scores are valid for six months.

Test Batteries by Job Family Updated 3/6/2020

Institutional Testing			
Job Family	Job Titles	Test Battery	Time
	Sr Data Entry Operator (9395) Sr HIM Associate (1311) Sr HR Operations Rep (7832) Sr HR Service Center Tech (7831) Sr Information Representative (9890) Sr Parking Operations Asst (6266) Sr Patient Access Representative(1975) Sr Patient Escort (1084) Sr Public Safety Officer (6342) Sr Room Service Assistant (6119) Sr Transportation Representative (1085) Sr Welcome Center Attendant (9892) Transportation Representative (1083) Welcome Center Attendant (9893)		
Clinical Coding Skills	Clinical Coding Specialist (1345) Quality Coding Specialist (1944) Sr Clinical Coding Specialist (1956)	Service Excellence, ServiceFit for Healthcare, RCS Coder*	1.5 hr
Pharmacy Skills	Pharmacy Technician (1422) Advanced Pharmacy Technician (1452) QA Pharmacy Technician(1425) Specialty Pharmacy Technician (1421)	Service Excellence, ServiceFit for Healthcare, Pharmacy - Math & Dosage*	1.5 hr
Professional	Education Specialist, Patient Access Services (2092) Health Information Specialist (1538) Lead, Front Desk Services (9098) Network Services Representative (8686) Patient Advocate (2001) PBS Provider Enrollment Spec (2018) Program Coord, Provider Relations (9247) Sr Health Information Specialist (1536) Sr Patient Advocate (2002) Sr Patient Affairs Specialist (6287) Supervisor, Health Info Services (1537)	ProFit	1 hr
Health Education	Health Education Specialist (1534) Oncology Educator (1014) Sr Health Education Specialist (1532)	ProFit, Grammar*	1.5 hr

1. All test times are an estimate of how long most candidates take to complete the assessment.
2. *Client Driven and Departmental testing is only permitted after going through the validation process with assistance of HR Leadership Institute
3. Except where noted, all passing scores are valid for one year. All failing scores are valid for six months.

Test Batteries by Job Family Updated 3/6/2020

Institutional Testing			
Job Family	Job Titles	Test Battery	Time
Communications	Communications Assistant (8652) Communications Specialist (8651) Prog Dir, Communications (8646) Prog Mgr, Communications (8642) Sr Communications Specialist (8643)	ProFit Grammar*, Onsite: Writing Sample*	1.5 hr + 1 hr (onsite)
EHR	Assoc EHR Application Analyst (9992) Clinical Informatics Specialist (1454) EHR Application Analyst (9993) Principal EHR Application Analyst (9995) Sr EHR Application Analyst (9994) <i>- Internal applicants are able to retest for titles in this Job Family after 3 months.</i> <i>- Passing scores do not expire</i>	Onsite: EPIC Assessments	1 hr and 15 min
Scientific Publications	Associate Scientific Editor (8602) Mgr, Scientific Publications (8600) Scientific Editor (8601) Sr Scientific Editor (8603)	Onsite: Departmental Testing	NA
UT Police Dept	Cadet (6339) Lead Police Telecommunicator (6323) Police Telecommunicator (6325) Sr Police Telecommunicator (6324)	Onsite: Departmental Testing	NA
Internal Audit	Audit Specialist (9116) Manager, Internal Audit (9164) Senior Auditor (9136) Lead Auditor (9142)	Onsite: Departmental Testing	NA

1. All test times are an estimate of how long most candidates take to complete the assessment.
2. *Client Driven and Departmental testing is only permitted after going through the validation process with assistance of HR Leadership Institute
3. Except where noted, all passing scores are valid for one year. All failing scores are valid for six months.