

**JOB VACANCY ANNOUNCEMENT**

Opening Date: May 2, 2019  
Closing Date: Until Filled  
Position: **Health Information Technician**  
Reports to: Revenue Cycle Director  
Salary/Wage: Grade 9; \$27.71 - \$30.59/HR  
Department: Revenue Cycle  
Hours: Monday – Friday 8:30 a.m. – 5:00 p.m.  
Location: ASNA

**Brief Summary:**

Compile, verify, type, and file medical records.

**Qualifications:**

High school diploma or general education degree (GED).

One to three months of related experience or equivalent combination of experience and training

**Essential Job Functions**

Prepare folders and logs identification number of newly admitted patients.

Review medical records for completeness; assemble records in standard order and file records in designated areas according to applicable alphabetic and numeric filing system.

Locate, sign out and deliver medical records requested by hospital departments.

Operate computer to enter and retrieve data and to type correspondence and reports.

Post laboratory results to records.

File miscellaneous reports in patient records.

Copy medical records per guidelines set forth in release of information policy.

Work cooperatively with the implementation of Electronic Health Records and maintain operational use and management of the system.

**Desired Knowledge, Skills and Abilities:**

Effective verbal and written communication skills.

Good problem-solving skills, interpersonal skills, and analytical skills.

Knowledge of health care delivery systems and the role of the Medical Records Department in ensuring its effectiveness and efficiency.

Knowledge of federal and state laws governing medical records and knowledge of Joint Commission standards applicable to the department.

Working knowledge of Medical Records practices and procedures.

Ability to work effectively in cross-cultural environment.

Proficient computer skills utilizing RPMS and word processing programs.

Proficient computer skills for data entry.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

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*This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.*

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