

JOB VACANCY ANNOUNCEMENT

Opening Date: December 31, 2018 Closing Date: January 8, 2019
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

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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