

## JOB VACANCY ANNOUNCEMENT

Opening Date:	May 2, 2018	Closing Date:	May 9, 2018
Position:	<b>MSO Specialist</b>	Reports to:	Lead MSO Specialist
Salary/Wage:	Grade 11: \$29.95 - \$33.07/HR	Department:	Physician Services
Hours:	Monday – Friday; 8:00am – 5:00pm	Location:	ASNA/SSMH

### Brief Summary:

Perform a variety of administrative duties for the department staff and assist with matters related to credentialing of the hospital staff.

### Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education & Experience:

- ✓ High school diploma or general education degree (GED) required, bachelor's degree preferred.
- ✓ Two years of medical credentialing and office experience, preferred.
- ✓ Experience with Cactus and RPMS.
- ✓ Experience with minute taking for meetings.
- ✓ Proficient in the following computer applications: Microsoft Word, Excel, PowerPoint, and E-mail. Ability to type, with no errors, 50 wpm

### Desired Knowledge, Skills and Abilities:

- ✓ Proficient skills in the use of computers, office machines and equipment with particular emphasis on accurate computer-based word processing skills.
- ✓ Demonstrated knowledge of medical office practices and procedures.
- ✓ Demonstrated knowledge of medical terminology.
- ✓ Demonstrate strong analytical, numerical, and reasoning abilities.
- ✓ Tasks are completed accurately and timely.
- ✓ Ability to prioritize multiple tasks and deadlines.
- ✓ Demonstrated efficacy in verbal and written communication skills.
- ✓ Ability to read and interprets pertinent policy and regulations.
- ✓ Ability to maintain strict confidentiality.
- ✓ Work ethically and professionally; treat people courteously and respectfully.
- ✓ Accurately complete tasks in a timely manner.
- ✓ Respond promptly to customers' needs.
- ✓ Calmly manage difficult or emotional situations.
- ✓ Identify and resolve problems in a timely manner.

- ✓ Manage competing demands; able to deal with frequent change, delays or unexpected events.
- ✓ Support ASNA's mission and goals; follow all policies and procedures.

**Certification/Licensure:**

- ✓ Should obtain CPCS certification within 4 years of hire.
- ✓ An active Driver's License

**Computer Skills:**

- ✓ Working knowledge of Cactus required.
- ✓ Working knowledge of RPMS required.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.  
PO Box 29 \* Barrow, AK 99723 \* 907.852.9257 \* FAX 907.852.6217

*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.*

**Arctic Slope Native Association, Ltd.**

**Exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.  
Is committed to maintaining a drug free, smoke free workplace.**