

JOB VACANCY ANNOUNCEMENT

Opening Date:	December 26, 2018	Closing Date:	January 3, 2019
Position:	<u>Registrar</u>	Reports to:	Revenue Cycle Director
Salary/Wage:	Grade 10; \$29.09 – \$32.12/HR DOE	Department:	Revenue Cycle
Hours:	Monday-Friday 8am-5pm	Location:	ASNA

Brief Summary:

Answer incoming calls, schedule appointments, update patient demographic and insurance information in the computer system, direct patient inquiries, and ensure patient confidentiality.

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:

High School diploma or general education degree (GED).

One to two years of related experience *or* equivalent combination of experience and training preferred.

Desired Knowledge, Skills and Abilities:

- Effective verbal and written communication skills.
- Good problem-solving skills, interpersonal skills, and analytical skills.
- Ability to effectively present information in one-on-one and small group situations to customers, patients, and other employees of the organization.
- Interacts professionally with clients and co-workers and ensures patient confidentiality.
- Ability to work effectively in cross-cultural environment.
- Ability to write simple correspondence.
- Proficient computer skills utilizing RPMS, word processing programs and Microsoft Excel.
- Proficient skills in the use of computers including data entry.

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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.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.