

ARCTIC SLOPE NATIVE ASSOCIATION JOB VACANCY ANNOUNCEMENT

Opening Date: May 14, 2019

Closing Date: May 21, 2019

Position:

Scanning Specialist

Reports to: Revenue Cycle Director

Salary/Wage: Grade 6 ;\$23.94-\$26.43/HR DOE

Department: Revenue Cycle

Hours: Monday-Friday; 8:00 am to 5:00 pm

Location: ASNA

Brief Summary:

The Scanning Specialist will support the Lead Scanning Specialist along with the Revenue Cycle department and Dental department by correctly scanning health information into the electronic health record.

Qualifications:

- High school diploma or general education degree (GED).

Essential Job Functions

- Sort loose medical documents daily; scan and index them accordingly, on a timely basis and within established guidelines, and make the proper disposition of documents.
- Maintain patient confidentiality according to SSMH policy.
- Provide support to the Health Information Services Management and to the Department as needed.
- Work closely with the Lead Scanning Specialist and performs other duties as required.

Desired Knowledge, Skills and Abilities:

- Ability to communicate well verbally and in writing with various health care providers and customers.
- Ability to prioritize tasks and meet deadlines.
- Ability to work independently and without direct supervision.
- Timeliness, accuracy, and organizational skills.
- Good interpersonal skills and ability to work as a team member.
- Ability to analyze and evaluate material and solve problems.
- Must be self-motivated and detail oriented.
- Good problem-solving skills, interpersonal skills, and analytical skills.
- Basic knowledge of the role of the Medical Records Department and its role in patient care.
- Basic knowledge of Medical Records practices and procedures.
- Ability to work effectively in cross-cultural environment.
- Excellent customer service skills to both internal and external customers.

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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