

JOB VACANCY ANNOUNCEMENT

Opening Date: January 31, 2017

Closing Date: Until Filled

Position:

Lead, Patient Access Representative

Reports to:

Revenue Cycle Director

Salary/Wage: Grade F; \$24.96 - \$27.00/HR

Department:

Patient Access

Hours:

Monday – Friday; 8:00am – 5:00pm

Location:

ASNA/SSMH

Brief Summary:

The Lead Patient Access Rep will be required to perform patient access activities in support of all Primary Care ancillary departments.

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)

Six months to one year of related experience preferred.

Computer literacy required.

Must be familiar with RPMS / Moonwalk/Excel

Desired Knowledge, Skills and Abilities:

Compassionate /Caring

Able to switch Priorities

Professional appearance demeanor to make patient feel at ease

Knowledge of Medical Terminology.

Ability to communicate both verbally and in writing.

Excellent interpersonal skills

Demonstrates working knowledge of third-party payor (Medicaid, Medicare, Commercial, etc.)

Knowledge of confidentiality requirements regarding medical records; ability to maintain strict confidentiality.

Proficient skills in the use of computers.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd. PO Box 29 * Barrow, AK 99723 * 907.852.9204 * 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.

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