

## JOB VACANCY ANNOUNCEMENT

Opening Date:	January 8, 2018	Closing Date:	Until Filled
Position:	<b><u>Lead Registrar</u></b>	Reports to:	Revenue Cycle Director
Salary/Wage:	Grade G; \$27.46-\$29.70/HR	Department:	Revenue Cycle
Hours:	Monday – Friday; 8:00am – 5:00pm	Location:	ASNA/SSMH

### **Brief Summary:**

Greets all patients entering the hospital, checks patients in for appointments, direct patient inquiries, has a working knowledge of medical insurance, 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)

Six months to one year of related experience preferred.

RPMS or similar program experience 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.

Interact professionally with clients and co-workers.

Ensure patient confidentiality.

Ability to work 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.

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.*

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