

## JOB VACANCY ANNOUNCEMENT

Opening Date: February 5, 2020

Closing Date: Until Filled

Position: **Deputy Administrative Director  
of Revenue Cycle**

Reports to: Revenue Cycle Director

Salary/Wage: Grade 21; \$105,559.05 – \$116,545.73/ YR DOE

Department: Revenue Cycle

Hours: Monday – Friday; 8:00am – 5:00pm

Location: ASNA

### **Brief Summary:**

Assist the Director with running the Revenue Cycle which includes registration, outreach and enrollment, billing, coding, utilization review, medical records, and scanning.

### **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 and Experience:**

- Associates Degree in Health Information Technology or related field preferred.
- Bachelor's Degree in similar field preferred.
- Registered Health Information Technician (RHIT) or Certified Coding Specialist (CCS) certification and training preferred.
- Minimum one-year experience with any revenue cycle department or accounting department required.

### **Certification and Licensure:**

- Registered Health Information Technician (RHIT) or Certified Coding Specialist (CCS) preferred.

### **Essential Job Functions:**

- Understand and provide support for registration and outreach functions to help grow the positions and audits.
- Act as the Privacy Officer and conduct audits of HIPAA violations.
- Understand and provide support for the HIPAA and coding functions and support areas as needed.
- Understand and provide support for billing and collections.
- Work cooperatively with the implementation of Electronic Health Records and maintain operational use and management of the system.
- Responsible for keeping national certifications current.

### **Desired Knowledge, Skills & Abilities:**

- Proficiency in reading handwriting of providers.
- Ability to communicate well verbally and in writing with various health care providers.
- 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.
- Knowledge of health care delivery systems and the role of the Revenue Cycle Department in ensuring its effectiveness and efficiency.
- Knowledge of federal and state laws governing medical records and knowledge of joint commission standards applicable to the department.
- Working knowledge of Revenue Cycle practices and procedures.
- Ability to work effectively in cross-cultural environment.
- Proficient computer skills utilizing RPMS and word processing programs.

### **Computer Skills:**

- Proficient computer skills for data entry.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

PO Box 29 \* Barrow, AK 99723 \* 907.852.9204 \* FAX 907.852.6217

Email- [applications@arcticslope.org](mailto:applications@arcticslope.org)

*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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