

## JOB VACANCY ANNOUNCEMENT

Opening Date:	April 27, 2021	Closing Date:	May 4, 2021
Position:	<b><u>Registrar</u></b>	Reports to:	Revenue Cycle Director
Salary/Wage:	Grade 10; \$30.27 – \$33.42/HR DOE	Department:	Revenue Cycle
Hours:	Monday-Friday 8:00am – 5:00pm	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.

### **Essential Job Functions:**

- Greets all Patients entering the Hospital promptly and courteously.
- Checks Patients in for appointments, notifies clinic
- Checks in Walk in patients, notifies Registration
- Assist patients in completing and updating any necessary forms
- Verifying medical insurance and accuracy of patient information
- Data Entry of visit information
- Other duties as assigned

### **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.

**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.*

*Arctic Slope Native Association, Ltd.: Exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law is committed to maintaining a drug free, smoke free workplace.*