

ARCTIC SLOPE NATIVE ASSOCIATION JOB VACANCY ANNOUNCEMENT

Opening Date: May 3, 2021

Closing Date: May 7, 2021

Position: **Patient Access Rep.**

Reports to: Revenue Cycle Director

Salary/Wage: Grade 8 : \$27.46 - \$30.31/HR DOE

Department: Revenue Cycle

Hours: Mon-Fri; 8:00 AM – 5:00 PM

Location: ASNA

Brief Summary:

Schedules appointments, reminder telephone calls, 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.

Education and Experience:

- High school diploma or general education degree (GED)
- Six months to one year of related experience required.
- Computer literacy required.

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

Desired Knowledge, Skills and Abilities:

- Schedules patients for appointments utilizing MOONWALK
- Telephone etiquette
- 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 and ensure 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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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.

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.