

JOB VACANCY ANNOUNCEMENT

Opening Date:	March 15, 2017	Closing Date:	Until Filled
Position:	Patient Access Representative I (ON-CALL)	Reports to:	Patient Access Supervisor
Salary/Wage:	Grade E: \$22.69-24.55	Department:	Patient Accounts
Hours:	Monday to Friday; Varies based on schedule	Location:	ASNA

Brief Summary:

Greets all patients entering the Hospital and provides general information, answers incoming calls, and transferring calls, checks patients in for appointments, direct patient inquiries, and ensure patient confidentiality

Qualifications:**Education and Experience:**

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

Desired Knowledge, Skills and Abilities:

Greet all Patients entering the Hospital promptly and courteously

Operate switchboard and telephone equipment

Checks Patients in for appointments, notifies clinic

Checks in Walk in patients, notifies Registration

Assists patients in completing and updating any necessary forms

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.
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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