



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

P. O. Box 500409, Saipan, MP 96950

Website: www.chcc.gov.mp



HUMAN RESOURCES

Re-Announcement

EXAMINATION ANNOUNCEMENT NO. 19-162

POSITION: **PATIENT ACCESS SPECIALIST** OPENING DATE: **06/16/2020**

NO. OF VACANCIES: **1** CLOSING DATE: **06/25/2020**

SALARY: **\$20,208.64 P/A - \$22,280.03 P/A**

The salary given will be determined by the qualifications of the appointee.

LOCATION: **Dialysis Center, Commonwealth Health Center,
Commonwealth Healthcare Corporation**

DUTIES:

Responsible for providing assistance to patients seeking services at the Commonwealth Health Center Hemodialysis Unit. An employee who is assigned within this class is responsible for providing pre-treatment care such as greeting patients, gathering/updating patient demographic, financial information, insurance pre-authorizations, obtaining required signatures, making announcements and giving reassurances about any adverse occurrences in the dialysis unit, directing and assisting patients as needed, and providing an on-going public relation program for patients waiting to be seen. The incumbent in this position is also responsible for answering the telephone and directing it to the intended personnel in the unit. Greets all established and new patients including their relatives in courteous and prompt manner. Checks in the patient as well as checks out patients from the unit. Assists patient in preparation of required encounter and other forms relating to health insurance and/or copies of health insurance cards. Performs clerical work such as faxing, photocopying, filing, etc. Answers and directs telephone calls to the intended personnel of the unit. Obtains patient demographic and financial data during registration and update changes in the patient registration system. Obtains and manages patient insurance pre-authorizations as needed. Assist arrangement for patient travel. Makes announcements and give reassurances about any adverse occurrences in the dialysis unit. Directs patients and assists them as needed. Assists patient by connecting them with the dialysis biller for any billing inquiries and directing to Collections for payment. Provides patients and family members with information on hospital policy regarding visiting hours, food, smoking, etc. Manage and complete Supplies Usage reports and Daily Statistic Treatment report. Manage HD daily appointment schedule. Manage dialysis medical records. Prepares meeting minutes. Prepares purchase requests. Assist in other data related needs. Maintains strict confidentiality. Performs other related duties as needed.

QUALIFICATION REQUIREMENTS:

Any combination equivalent to an Associate's degree in any healthcare field or related preferred. At least two (2) years experience in clerical work experience, preferably in a healthcare setting. Basic knowledge of computers and use of applications such as Microsoft Word, Excel, and PowerPoint.

CONDITIONAL REQUIREMENTS:

This position is a Full-Time employment status. The regular work schedule will be Monday to Saturday from 5:00am to 9:00pm for a total of 40 hours per week. This work schedule however is subject to change with or without notice based on the Employer's business requirement and/or by the demands of the employee's job; Every effort will be made to adhere to the employee's regular work schedule. This position is **"COVERED"** and is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law.

CHCC is an equal opportunity employer. We consider all applicants for all positions without regard to race, color, religion, sex, disability, age, mental or veteran status, the presence of a non-job related medical condition or disability, or any legal protected status.

Note(s):

- *Three-fourths 20 CFR 655, Subpart E: "Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any."*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

OTHERS:

This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security.

Note: Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Human Resources

Commonwealth Healthcare Corporation

1 Lower Navy Hill Road, Navy Hill, Saipan, MP, 96950

Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.

Employment Application Forms will be available 24/7 at the employer's hospital facility's Main Cashier Office (entrance/exit point for all)

E-mail: humanresources@dph.gov.mp

Direct Line: (670) 236-8205/8210/8729/8202

Trunk Line: (670) 234-8950 ext. 3580/3581/3583

Fax Line: (670) 236-8756

