



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

P. O. Box 500409, Saipan, MP 96950

Website: [www.chcc.gov.mp](http://www.chcc.gov.mp)



## HUMAN RESOURCES

### **EXAMINATION ANNOUNCEMENT NO. 20-166**

POSITION: **PATIENT ACCESS REGISTRAR I**                      OPENING DATE: **07/10/2020**

NO. OF VACANCIES: **1**    CLOSING DATE: **07/19/2020**

SALARY: **\$18,000.00 P/A**

LOCATION: Radiology Department, Division of Hospital Services  
Commonwealth Healthcare Corporation

#### **DUTIES:**

This position is under the immediate supervision of the Radiology Department Manager and under the general supervision of the Director of Revenue. The incumbent in this position is responsible for providing pre-treatment care of patients seeking services at the Radiology Department, Commonwealth Health Center. The incumbent in this position is responsible for providing pre-treatment care such as greeting ambulatory patients, gathering patient demographic, financial information, obtaining required signatures, assisting patients in alleviating tension, directing patients to waiting area, assisting patients in understanding charges for services rendered and providing an on-going public relation program for patients waiting to be seen and arrange for appropriate educational entertainment for those awaiting to be called. The incumbent is also responsible for making appointments and answering the telephone. Greets all clients and patients including their relatives in a courteous and prompt manner. Assist and schedule test appointments for patients ordered by the physician. Performs clerical work and answers or directs telephone calls to the intended personnel of the unit. Assists patient in preparation of required encounter and other forms such as health insurance and/or copies of health insurance cards. Assist in preparing x-ray and other forms as needed to minimize delay. Obtains patient demographic and financial data during registration and update changes in the patient registration system. Assists patient in alleviating tension and apprehension by providing the necessary companionship, comfort and reassurances prior to, during and after treatment is completed. Escorts patients to exam room and act as interpreter if needed. Assists patient in understanding charges for services rendered and directing them to cashier for collection. Direct patients to waiting area and arranges to make available medical records as may be needed. Provides educational entertainment for those waiting to be called. Provides patients and family members with information in hospital policy regarding exam room access, food, smoking etc. Maintains strict confidentiality. Prepares report as requested. Performs other related duties as needed including filing of patient reports and other related documents.

#### **QUALIFICATION REQUIREMENTS:**

Graduation from High School, General Education Development (GED), Advanced Development Institute (ADI), or Adult Basic Education. One (1) year of general work experience; patient registration experience in a hospital or clinic setting preferred but not required.

#### **CONDITIONAL REQUIREMENTS:**

This position is a Full-Time employment status. The regular work schedule will be Monday to Friday from 7:30am to 4:30pm 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.

#### ***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](mailto:humanresources@dph.gov.mp)

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

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

Fax Line: (670) 233-8756

