



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

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



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 20-208

POSITION: **CLINICAL ATTENDANT** OPENING DATE: **10/14/2020**
NO. OF VACANCIES: **1** CLOSING DATE: **10/27/2020**
SALARY: **\$18,000.00 P/A**
The salary given will be determined by the qualifications of the appointee.
LOCATION: Children's Clinic, Commonwealth Health Center
Commonwealth Healthcare Corporation, Saipan

NATURE OF WORK:

The employee in this position reports directly to the Nurse Unit Manager. The incumbent provides day-to-day staff, logistical, and administrative assistance to a medical clinic, and hospital unit. Triage patients and schedules appointments; screens and refers phone calls, and communicates and interacts with patients; provides clerical, word processing, and staff support to the unit, and assists with clinical and/or laboratory procedures as required.

DUTIES:

- Receives, screens, interviews, and registers patients; takes and records vital signs, as appropriate to clinic operations; may assist with routine medical procedures, as appropriate to training and/or certification.
- Answers telephone inquiries from patients and others; screens calls to determine nature and urgency of inquiry, refers calls as appropriate, and/or schedules appointments with practitioners; instructs patients as needed regarding administrative and/or logistical procedures.
- Obtains patient histories, and insurance approvals on chemotherapy authorizations as appropriate; prepares and updates medical charts and associated records, and enters patient data into files and automated databases.
- Arranges for prescribed laboratory tests, specialist referrals, and/or diagnostic procedures; orders, and may transport, drugs and/or other prescribed patient care aids as directed; performs or assists in the performance of basic clinical and/or laboratory procedures, as appropriate to the activities of the unit.
- Collects, verifies, records, and maintains data on clinical activity and/or research; prepares associated reports as required.
- Orders and maintains inventories of supplies, as required to support day-to-day unit clinical and administrative operations.
- Provides day-to-day staff support for the unit, to include preparing documents and reports, providing office services, scheduling and facilitating meetings and travel arrangements, and/or providing dictation or transcription services. Obtains and verifies patient billing information, as appropriate to the activities of the unit; processes patient accounts, and maintains records.
- Assists in maintaining the cleanliness and serviceability of unit facilities and equipment; arranges for maintenance and repair as needed.
- Inventory and ordering of medical supplies, keeping exam rooms stocked with adequate medical supplies, maintain instruments. Maintains all logs and required checks (i.e. refrigerator temperatures, emergency medications, expired medications, oxygen).

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.

- Performs miscellaneous job-related duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from High School, General Education Development (GED), Advanced Development Institute (ADI), or Adult Basic Education; at least 1 year of experience directly related to the duties and responsibilities specified. Completed degree(s) or has obtained partial units from any medical courses from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

OTHER QUALIFICATION REQUIREMENTS:

Knowledge of supplies, equipment, and/or services ordering and inventory control. Knowledge of planning and scheduling techniques. Skill in the use of personal computers and related software applications. Knowledge of clinical operations and procedures. Records maintenance skills. Ability to gather data, compile information, and prepare reports. Knowledge of patient registration procedures and documentation. Knowledge of medical terminology. Knowledge of related accreditation and certification requirements. Knowledge of patient care charts and patient histories. Ability to create, compose, and edit written materials. Ability to interact and communicate with people over the telephone, often in stressful situations. Knowledge of medical billing procedures. Clerical, word processing, and/or office skills. Knowledge of clinical facilities and equipment. Receptionist skills. Ability to prioritize, be flexible, and manage time efficiently to accommodate work flow and variability within the unit. BLS certified.

CONDITIONAL REQUIREMENTS:

This position is a Full-Time employment status at 40 hours per week with a shift schedule of eight to twelve hours per day, Monday through Sunday with flexible day(s) off per week. Employment start date will begin on October 1, 2020 through September 30, 2021. It 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."*
- *Transportation and Subsistence 20 CFR 655, Subpart E: "If the worker completes 50 percent of the work contract period, the employer will provide, reimburse, or advance payment for the worker's transportation and subsistence from the place of recruitment to the place of work. Upon completion of the work contract or where the worker is dismissed earlier, the employer will provide or pay for the worker's reasonable costs of return transportation and subsistence back home or to the place the worker originally departed to work, except reported a worker's voluntary abandonment of employment. The amount of transportation payment or reimbursement will be equal to the most economical and reasonable common carrier for the distances involved."*
- *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.

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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) 233-8756



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