



NORTON SOUND HEALTH CORPORATION

P.O. Box 966
Nome, Alaska 99762
(907)443-3311
Fax: (907)443-2085

Job Vacancy Notice

Admissions Representative

PURPOSE OF POSITION:

This position is responsible for obtaining demographic information on all admissions for the business office and health information management. Interviews the patient or family member to obtain accurate and complete information. Prepares all patient information records and enters information into the computer system. Assures that information in the computer is accurate and up to date. Collects cash receipts at the front counter and records the information for Finance. Verifies insurance information with the insurance companies.

EDUCATION AND EXPERIENCE:

A high school diploma or equivalent is required. One year of demonstrated office experience is required. Medical office experience is preferred. Registration/Certification: None required.

Date: 4/28/10

Closing Date: Until Filled

For an application, detailed job description or more information, please contact:

NSHC Human Resources Department:
Lorlie Shield, HR Support Staff Recruiter
lshield@nshcorp.org
(907)443-4530
907-443-2085 fax
www.nortonsoundhealth.org

NSHC will apply Alaska Native/American Indian (under PL 93-638), EEO, and Veteran Preferences. To ensure consumers are protected to the degree prescribed under federal and state laws, NSHC will initiate a criminal history and background check. NSHC is a drug free workplace and performs pre-employment drug screening. Candidates failing to pass a pre-employment drug screen will not be considered for employment.