JOB VACANCY ANNOUNCEMENT

IT IS THE POLICY OF THE GOVERNMENT THAT QUALIFIED REPUBLIC OF PALAU CITIZENS ARE GIVEN FIRST PRIORITY FOR EMPLOYMENT CONSIDERATION; WITH UNITED STATES CITIZENS AND, SUBSEQUENTLY, THIRD COUNTRY NATIONALS UTILIZED IN POSITIONS FOR WHICH QUALIFIED REPUBLIC OF PALAU CITIZENS ARE NOT AVAILABLE.

VA #: BPSS-2020-103  OPENING DATE: 04/08/2020  CLOSING DATE: 04/21/2020

POSITION TITLE: MEDICAL RECORDS TECHNICIAN II (2 POSITIONS)

SALARY: GL-7/1-5, $358.19- $396.88 B/W + 15%ND

LOCATION: BUREAU OF HEALTH ADMIN & SUPPORT SERVICES
MINISTRY OF HEALTH
KOROR, PALAU

SOURCE OF FUND: FEDERAL

DUTIES AND RESPONSIBILITIES:

50% Answer telephone and take information to make appointments; retrieve patients charts from reception window, make nation of time and passes charts to nurse; retrieve patient charts, calculate diagnoses cost and billing the patients for services and medications and prepares cash collection for submission to finance office; responsible for more detail coding and statistical data and reports. Review charts for proper form add new forms if necessary. Pick up x-ray and laboratory report forms for doctors. Fill out x-ray and laboratory request form for doctors. Issues return appointment and enters in the doctor appointment book. Maintain inventory of supplies and form, places orders as necessary. Monitor patients flow and assist with orderly efficient care to patients. Participate in program development and enforcement of medical records policies, regulations, procedures and guidelines to make sure that established measures and controls to records confidentially are in full compliances.

40% Assist the supervisors.

10% Participate in medical records training programs, Palau community health awareness week, Public Health convention and perform other duties as assigned by Supervisor.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

High School Diploma with at least one (1) year of work related experience.