



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 26-046

POSITION:	Health Informatics Technician I	OPENING DATE:	<u>06/08/2026</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>06/22/2026</u>
SALARY:	\$20,860.32 – \$24,148.80 P/A		
PAY LEVEL:	02/01 – 02/05		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Health and Vitals Statistics Office, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK

The incumbent in this position will work under the direct supervision of the Vital Statistics Registrar, maintaining official vital records in strict adherence to established standards and procedures, maintains functionality of system of vital statistics, assists with birth and death coding into Electronic Vital Registration Systems (EVRS), conducts disease morbidity and mortality surveillance, performs statistical analysis and reporting. This is an entry-level technical work involving the receipt, review, processing, and maintenance of the vital records, including birth, death and fetal death certificates. The incumbent performs routine, data entry, document verification, customer services, and record processing functions with established laws, regulations, policies, and procedures. Work includes assisting customers in determining eligibility for vital records services in accordance with applicable laws, regulations, and office policies, process certified copy requests and amendments, enter data into the EVRS, performing basic quality checks, and supporting digitization of historical records. Duties are performed under close supervision, and work is reviewed for accuracy, completeness, and compliance with confidentiality requirements.

DUTIES:

- Receive and review birth, death, and fetal death records from health centers, funeral homes, parents, courts, and other authorized sources to ensure required fields are complete and properly documented in accordance with established procedures.
- Enter, update, and maintain demographic and medical information in the EVRS under established guidelines and supervisory review.
- Assist customers in determining eligibility for vital record services in accordance with applicable laws, regulations, and office policies.
- Review and process routine applications for amendments and corrections to vital records; verify supporting documentation for completeness and prepare invoices for applicable fees.
- Process requests for certified copies of vital records; verify eligibility, receive payment, and issue certified copies in compliance with statutory requirements and office procedures.
- Process requests for Authorization for Final Disposition, Burial Transit permits, Quarantine permits, and Removal of Human Remains permits, upon eligible client's requests by ensuring required documentation is submitted prior to issuance.
- Assist with scanning, indexing, and preparing historical vital records for digitization and migration into approved electronic systems.
- Conduct routine data quality checks to identify incomplete or inconsistent entries and report discrepancies to supervisory staff for follow-up.
- Assist in compiling basic statistical summaries of births and death (e.g., monthly counts, annual totals) for internal reporting purposes.
- Maintain strict confidentiality of protected information in compliance with Health Insurance Portability and Accountability Act (HIPAA) and applicable CNMI statutes.

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 other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Graduation from High School, General Education Development (GED), or Advanced Development Institute (ADI) or Graduation from accredited college or university with an Associate's degree in Health Information Management, Health Sciences, Public Health, Business Administration or related field preferred.

Experience: Two (2) years of clerical, administrative, medical records, or customer service experience preferred; or Four (4) years experience using electronic databases systems, performing data encoding, extraction, cleaning, and analysis and/or any statistical work desirable

KNOWLEDGE/ SKILL/ ABILITIES:

- Proficient in Microsoft Office applications, performing data encoding, cleaning, and analysis.
- Must demonstrate critical thinking and ability to make decision in complex situation.
- Understanding of patient confidentiality.
- Strong analytical skills.
- Data quality check.
- Matching skills.
- Excellent communication skills.
- Excellent organization and attention to detail.
- Excellent customer service.
- Office filing.
- Multitasking skills.
- Ability to perform data extraction, cleaning, and analysis.
- Dependability – job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Ability to use discretion, maintain confidentiality, and ethical conduct.
- Ability to work effectively with all levels of staff, establishing and maintaining collaborative professional relationships.
- Strong time management skills (organization, prioritization, multitasking).

CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health screening and drug screening in accordance with CHCC policy.

OTHERS:

This position is a Full-Time employment status and requires at least 40 hours per week. This position is “**Non-Exempt**” or is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. Regular operating hours of the Commonwealth Healthcare Corporation will be Monday to Friday from 7:30am to 4:30pm. 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. 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(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.*

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Human Resources

Commonwealth Healthcare Corporation

1178 Hinemlu' St., Garapan, Saipan, MP, 96950

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

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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: apply@chcc.health

Direct Line: (670) 234-8951 ext. 3410/3427/3583/3444/3584

Trunk Line: (670) 234-8950

Fax Line: (670) 233-8756

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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.*