



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

Corporation Announcement

EXAMINATION ANNOUNCEMENT NO 24-103

POSITION: **ADMISSION & DISCHARGE REGISTRAR** OPENING DATE: **07/10/2024**
NO. OF VACANCIES: **2** CLOSING DATE: **07/16/2024**
SALARY: **\$26,626.08 P/A**
The salary given will be determined by the qualifications of the appointee.
LOCATION: Business Office, Revenue Cycle Management,
Commonwealth Healthcare Corporation, Saipan

NATURE OF WORK:

Under the direct supervision of the manager, the employee in this position is responsible for collecting and analysing patient demographics to ensure the necessary information is available to deliver appropriate patient care. The incumbent will be responsible for obtaining the required signatures and executing a timely and accurate admission and discharge process for patient registration.

DUTIES:

- Prepares admission packet that will accompany patient to their room. Explains to the patient, in detail, the admission forms prior to obtaining patient signature; including patient rights.
- Assists in procedures to facilitate the proper documentation of the patient care systems from admission through discharge.
- Arranges for the efficient and orderly admission of patients. Prepares required copies of admitting master (face sheet) for distribution.
- Interview patients at workstation or at bedside to obtain all necessary account information.
- Verify all insurance and obtain pre-certification/authorization. Enter all information and authorization numbers into the registration system. Obtain copies of necessary identification and insurance cards and scan them into the system.
- Ensures that any required prior approval have been obtained from the third-party insurance.
- Calculate patient liable amounts; Collect co-pays, deposits, and deductibles; and document collection status in the system.
- Recommends the CARA office to patient and other available alternatives for payment arrangement, including preparing payment agreement forms.
- Answer any questions and explain hospital policies regarding services, admission, visiting hours, charges, insurance billing, and payment of account. Request full or partial payment for services rendered according to collection policies.
- Assists patient in the disposition of valuables, securing properly processed receipt for patient.
- Process patient charts according to paperwork flow needs and established productivity standards.
- Welcome patient and family members in a professional manner. Contact the nursing staff for emergency medical needs and answer patient and visitor questions.
- Interview incoming patients, his/her relatives, or other responsible individuals to obtain identifying and biographical information with insurance and financial information.
- Responsible for key clerical functions and communication between the patient care team and patients/families.
- Inquire with patients regarding primary vs. secondary insurance plans and assign them accurately into the system.
- Verify patient's demographics (Name, DOB, SSN) completely and contact the Medical Records department for a new

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medical code number, if needed. Notify Medical Records for any duplicate unit numbers.

- Obtain and secure all signatures necessary for treatments, release of medical information, assignment of insurance benefits, advanced directive, and payment of services from legally responsible parties. Ensure they are scanned into the system.
- Inform former patients or their representatives of delinquent accounts and attempt to obtain payment. Refer delinquent_accounts to the Collections department.
- Price, key, and detail patient charges. Ensure all receipts are coded with the appropriate revenue accounts.
- Work with physicians and ancillary departments, providing information when necessary or forwarding relevant documents.
- Document complaints received from patients, the medical staff, and ancillary departments on an incident report form and refer to coordinator for follow-up action.
- Check for physician orders and attaches them to the patient medical records to ensure that patients are receiving appropriate tests.
- Be accountable for the efficient coordination of unit activities, including scheduling, and coordination with other departments for patient care services and the effective dissemination and prioritization of information.
- Assist in other functions of the patient access appointments.
- Attends in-service presentations, and completes mandatory education, including but not limited to, infection control, patient safety, quality improvements, and OSHA standards.
- Responsible for preparing Wristbands for all Admitted patients.
- Responsible for Admitting and Discharging patients to Ward after a doctor makes an Order.
- Complete and Sign Inventory Listing after patient gets admitted and after discharge.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

EDUCATION: Graduation from High School, General Education Development (GED), or Advanced Development Institute (ADI).

EXPERIENCE: Plus, three (3) years of registration experience in a hospital or clinic preferred.

OTHER: Basic knowledge on computers and use of applications such as Microsoft Word, Excel, and PowerPoint.

KNOWLEDGE/SKILLS/ABILITIES:

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Communication — Communicates clearly and concisely, verbally and in writing.
- Policies and Procedures — Demonstrates knowledge and undertaking of organization policies, procedures and systems.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Interpersonal Skills — Able to work effectively with other employees, patients and external parties.
- Intermediate computer software experience, including Microsoft Word, Excel, and PowerPoint. Typing Speed at least 40 words per second (WPS).
- Skilled or layman's experience in operating and usage of a typewriter.
- Attention to Detail — Job requires being careful, detail and thorough in completing work tasks.
- Dependability — Job required being reliable, responsible, dependable, and fulfilling obligations.
- Concern for Others — Job requires being sensitive to other's needs and feelings and understanding and being helpful on the job.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences. See more occupation related to this ability.

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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 “Covered”, 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, however facility hours are 24 hours / 7 days per week. The **Admission & Discharge Registrar** position will be required to work a fixed work schedule; incumbent can opt to have a Compressed Work Schedule enabling full-time employees to complete basic 80-hour bi-weekly work requirement in less than 10 days. 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.

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) 236-8951 extensions 3410/3427/3583

Trunk Line: (670) 234-8950 ext. 3410/3427/3583

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.

****Corporation Announcement is open only to current employees of the Commonwealth Healthcare Corporation****