



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 24-148

POSITION:	Health Information Technician II	OPENING DATE:	<u>10/18/2024</u>
NO. OF VACANCIES:	2	CLOSING DATE:	<u>10/31/2024</u>
SALARY:	\$26,626.08 P/A		
PAY LEVEL:	04/01		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Health Information Management Department, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK

Under the general supervision of the Manager, Health Information Management Department (HIMD), this position performs complex duties and responsibilities such as reviewing treatment data from medical charts for each patient encounter into the Electronic Health Record (EHR) system, processes release of information to persons or agencies according to privacy regulations, reviews each visit of assigned hospital location to ensure that documentation is maintained for every individual treated at the hospital, and creates spreadsheets to monitor and track outstanding records. Compiles, processes and maintains medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal and regulatory requirements of the health care system; performs administrative functions related to the coordination and management of patient medical records manually and electronically, complying with Health Insurance Portability Accountability Act (HIPAA) regulations at all times.

DUTIES:

- Reviews treatment data from medical charts for each patient encounter into the Electronic Health Record (EHR) system.
- Processes release of information to persons or agencies according to privacy regulations.
- Reviews each visit of assigned hospital location to ensure that documentation is maintained for every individual treated in the hospital.
- Creates spreadsheets to monitor and track outstanding records.
- Notifies health care providers of any record deficiencies.
- Prepares monthly reports and provides updates to the HIMD Manager.
- Scans records relative to the patient's care and other necessary documents with accuracy and quality to the appropriate patient chart.
- Conducts audits and purging of records per department policy.
- Processes records for storage/shredding as appropriate.
- Maintains security and confidentiality in compliance with patient privacy regulations.
- Maintains knowledge of federal regulations, policies, and standards relative to Medical Records Service.
- Advanced understanding of hospital policy and procedure on medical record retention.
- Files medical charts received from departments and individuals into the appropriate file area.
- Retrieves reports from the units to be transferred and filed into patient medical charts.
- Retrieves and delivers medical charts pulled from permanent files when requested for review for reference during patient encounter.
- Answers incoming calls, routing and directing accordingly, or addressing inquiries.
- Completes charge out slips for requested charts to track expected return date.
- Identifies, compiles, abstracts and codes patient data, using universal classification system.
- Perform other related duties as assigned.

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.

QUALIFICATION REQUIREMENTS:

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

Experience: Plus, four (4) years of administrative experience.

KNOWLEDGE/ SKILL/ 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.
- 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.
- Near Vision — The ability to see details at close range.
- Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.

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.

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. 3444/3410/3427/3583/3584

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.

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