



# 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 2017-006R1**

**OPENING DATE: 03/20/2017**

**CLOSING DATE: Continuous**

**POSITION TITLE:** MEDICAL RECORDS TECHNICIAN

**SALARY:** GL-6/1-5, \$ 343.54- \$380.38 B/W

**LOCATION:** BUREAU OF HEALTH ADMINISTRATION & SUPPORT SERVICE  
MINISTRY OF HEALTH  
KOROR, PALAU

**SOURCE OF FUND:** LOCAL

**DUTIES AND RESPONSIBILITIES:**

- Organize and maintain patient records in a manner consistent with the requirements of all components of the health care system: medical, administrative, regulatory, legal and ethical.
  - Process patient admission and discharge documents.
  - Review records for accuracy, completeness and compliance with regulations
  - Enter data into computers regarding demographic characteristics, disease history, diagnoses, and treatments.
  - Protect the security of medical records to ensure that confidentiality is maintained
  - Filing of Off-island and local laboratory results/slips
  - Filing of Diabetic/Hypertension/Asthma Flow sheets
  - Create Admission Charts
  - Photocopy Records for: Patients, Insurance, Social Security Administration
  - Purge
- Assist other records clerks and participate in development and enforcement of medical records policies, regulations, procedures and guidelines by implementing established measures and controls to ensure full compliance of records confidentiality and perform other duties as assigned by supervisor.
- Cashiering (receive payments during evening or night shift). Review and process inpatient billings and review patient files to ensure all applicable cost related to the services provided were billed properly.
- Participate in all Billing and collection, training workshops, monthly/quarterly meetings and all administrative activities in the ministry.

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

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