



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-2018-019

OPENING DATE: 11/10/2017

CLOSING DATE: 11/24/2017

POSITION TITLE: MEDICAL RECORDS TECHNICIAN II

SALARY: GL-8/1-5, \$396.73- \$440.23 B/W +15%ND

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

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

- Registering outpatient and pulling charts for nurse screening and doctor's review and checkup.
- Retrieving patient charts, calculate diagnoses cost and billing the patients for services and medication; and prepares cash collection for submission to Finance Office.
- Responsible for more detail coding and statistical data and reports.
- Participate in program development and enforcement of medical records policies, regulations, procedures and guidelines to make sure that established measures and controls to records confidentiality are in full compliances.
- Perform related duties that may be assigned by the supervisor.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

High School Diploma with at least two (2) years of work related experience.