



MUNICIPALITY OF SKAGWAY

GATEWAY TO THE KLONDIKE
P.O. BOX 415, SKAGWAY, ALASKA 99840
(PHONE) (907) 983-2297
(FAX) (907) 983-2151
www.skagway.org

JOB ANNOUNCEMENT Seasonal Clinic Receptionist/Billing Clerk

The Municipality of Skagway is accepting applications for a Clinic Receptionist/Billing Clerk. This is a seasonal full-time position and is not eligible for benefits.

WAGE RANGE: Grade 11, \$27.32-\$29.42 per hour, rate of pay at appointment DOE not to exceed pay scale step #4.

DUTIES: This position is under the direction of the Clinic Executive Director. This position provides support with the daily activities of a medical office including telephone coverage, appointment scheduling, patient registration and filing. Principle duties include but are not limited to the following:

- Answers telephone and either responds to inquiry, directs caller to appropriate personnel, or initiates an electronic message in patient's record for response by medical personnel.
- Schedules appointments in the electronic medical records system.
- Greets and directs patients and visitors.
- Registers patients by verifying that patient's record is up to date and accurate. Makes appropriate changes in computer system and on patient's chart.
- Assists with the management and maintenance of paper and electronic patient files.
- Prepares all patient superbills and coordinates correspondence with billing office.
- Completes all workers' compensation forms after the Providers have worked with patient.
- Directs Pharmacy requests in a timely manner.
- Reconciles daily cash report and prepares bank deposits.
- Maintains confidentiality per HIPPA at all times.
- Maintains databases on Excel and EMR
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: This position performs tasks as directed while demonstrating skills in customer service, quality management, interpersonal relationships and teamwork. Individual acknowledges an understanding of the importance of patient confidentiality. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- 3 to 6 months related experience and/or training; or equivalent combination of education and experience, clerical, receptionist or office skills.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to write simple correspondence.
- Ability to quickly multitask patients and telephone calls while working closely with medical staff.
- Ability to effectively present information in one on one and small group situations to patient and co-workers
- Basic math skills including rate, ratio, and percent; ability to apply these skills to job duties such as creating the daily deposits.
- Ability to respond to public requests for information and have a good rapport with the public.
- Ability to communicate effectively and courteously with staff and the public in all situations, including those that are sensitive and difficult.

OTHER PREFERRED SKILLS:

- Computer experience including word processing, spreadsheets, database and internet software.
- Organizational skills involved with working under partial supervision.
- The ability to prioritize work assignments and work independently.

Applicants must submit a completed Municipality of Skagway application form to the borough office at the above address or by email at a.lawson@skagway.org. **THIS POSITION IS OPEN UNTIL FILLED.** For an application, job description or further information, please contact a.lawson@skagway.org. The Skagway employment application is also available on the municipal website, www.skagway.org.

POSTED 4/30/2024

The Municipality of Skagway is an equal opportunity employer.