



# NORTON SOUND HEALTH CORPORATION

PO Box 966  
Nome, Alaska 99762  
(907)443-3311  
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## Job Vacancy Notice

### Administrative Assistant I, Health Information Management

**PURPOSE OF POSITION:** To maintain medical record file areas to ensure that all files, including active and inactive files are kept neat and organized. Files loose medial record material timely and according to established policies and procedures. Files and retrieves medical record folders timely and according to established policies and procedures. Signs out and returns medical records through the Record Locator routine in Medical Record module of Meditech MIS. Ascribes to Code of Ethics and assures confidentiality of patients and information.

**EDUCATION AND EXPERIENCE:** A high school diploma or equivalent is required. Six months of demonstrated clerical experience in an office setting required. Experience in the medical records field or in records management is preferred.

For an application, detailed job description or more information, please contact:

NSHC Human Resources Department:  
Gerri Ongtawasruk, Recruitment Assistant  
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*NSHC will apply Alaska Native/American Indian (under PL 93-638), EEO, and Veteran Preferences. To ensure consumers are protected to the degree prescribed under federal and state laws, NSHC will initiate a criminal history and background check. NSHC is a drug free workplace and performs pre-employment drug screening. Candidates failing to pass a pre-employment drug screen will not be considered for employment.*