



NORTON SOUND HEALTH CORPORATION

PO Box 966
Nome, Alaska 99762
(907)443-3311
Fax: (907)443-2085

Job Vacancy Notice

Part-Time Patient Account Representative, Patient Financial Services

PURPOSE OF POSITION: This position is responsible for analyzing, auditing and billing patient accounts. Bills primary insurance in a timely manner and follows up on accounts that require information for payment. Assists patients with billing and payment questions. Reviews all billing for accuracy before mailing to insurance company.

EDUCATION AND EXPERIENCE: A high school diploma or equivalent is required. Two years of business college or accounting is preferred. One year of demonstrated office experience is required. Experience working in a medical office is preferred. Requires excellent communicative and customer service skills. Airline, banking or finance experience can be considered. Looking for someone with a good work history.

Registration/Certification: None required.

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

NSHC Human Resources Department:
Gerri Ongtawasruk, Recruitment Assistant
gongtawasruk@nshcorp.org
(907)443-4530
907-443-2085 fax
www.nortonsoundhealth.org

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.