



*Republic of Palau*  
**SOCIAL SECURITY ADMINISTRATION**

1 Civic Center Road, Medalai  
P.O. Box 679 Koror, Palau, PW 96940  
Phone: (680) 488-2457 or Fax: (680) 488-1470  
E-mail: [administration@ropssa.org](mailto:administration@ropssa.org) Website: [www.ropssa.org](http://www.ropssa.org)

**JOB VACANCY ANNOUNCEMENT**

**Job Title** : HCF BILLING REPRESENTATIVE  
**Opening Date** : December 4, 2018  
**Deadline** : January 3, 2019  
**Starting Salary** : \$9,450 Per Annum and/or depending on qualifications and experiences  
**Grade** : 3 to 4  
**Reports To** : HCF Manager  
**Summary** : The principal duties and responsibility of this position is to process deductions from medical savings accounts for outpatient services, as well as to assist patients with inquiries regarding HCF program benefits and policy requirements.

**Essential Duties & Responsibilities:** Detail is available upon request

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be public oriented, have well-developed communication, and interpersonal skills. Must read and speak English and Palauan. Must possess the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Must be detail oriented and possess the ability to define problems, collect data, establish facts, and draw valid conclusions.

**Education & Experience:**

Must have at least a two-year degree in Office Administration or equivalent work experience. Must be computer literate with knowledge of Excel, Word, and other related office software.

**Applicants must include a Resume, Certificates and Identification/Licenses.**

Applications are to be addressed to:

**HCF Billing Representative  
Attn: Ms. Ulai Teltull  
Administrator  
Social Security Administration  
P.O. Box 679  
Koror, Palau PW 96940**

You may contact us via email to [administration@ropssa.org](mailto:administration@ropssa.org).



## **JOB TITLE: HCF BILLING REPRESENTATIVE**

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Responsible for processing deductions from medical savings accounts to pay for services at Belau National Hospital's Outpatient Department.
2. Responsible for ensuring that all HCF Rules and Regulations and/or polices are adhered to, including but not limited to the following: Priority of Order of MSA Deductions, Deadline for Submission of Enrollment and Effective Date of Beneficiaries' Coverage , and Effective Date of NHI Coverage.
3. Responsible for explaining HCF program benefits and policy requirements to patients and inquiring customers
4. Responsible for verifying daily MSA deduction report at the end of every day.
5. Provide backup in the event of the HCF Benefits and Claims Representative's absence.
6. Perform other tasks as assigned by the Healthcare Fund Services Manager or the Social Security Administrator.