



Human Resources
P.O. Box 400
Okmulgee, OK 74447

POSITION: Health Information Services Manager-Okmulgee
VACANCY ANNOUNCEMENT: CN-17-86

STARTING SALARY: Negotiable
CLOSING DATE: Open Until Filled

The Muscogee (Creek) Nation Department of Health (MCNDH) provides comprehensive health care services to Native Americans living within the Muscogee (Creek) Nation. MCNDH is an integrated system of six health centers, an Express Care Clinic, two hospitals, a physical rehabilitation center and nine comprehensive community health programs Offering services across the lifespan including pediatrics, family medicine, nursing, dental, laboratory, radiology, pharmacy, behavioral health, emergency medical, audiology, nutrition, physical therapy and optometry.

DESCRIPTION OF ASSIGNMENT: The purpose of this position is to provide accountability for conversion of diagnosis and treatment procedures into codes using an international classification of diseases. Incumbent reports to the Coding Manager in regard to attendance, leave and daily on-site supervision. Incumbent is responsible for clinic coding and other coding functions as assigned.

REQUIREMENTS: Candidates must meet the following requirements:

A High School Diploma/GED required. Associates Degree in Health Information Administration or Medical Technology is required. Three (3) years Inpatient/ER/Outpatient (ancillary, outpatient surgery, observation) coding experience is preferred.

EVALUATION METHODS: Applicants who meet the requirements described above will be evaluated to determine the extent to which they possess or have the potential to acquire knowledge, skills, abilities and personal characteristics, (KSAP's) required of this position. Applicants should address the following KSAP's on a separate attachment to their application.

1. Advanced knowledge of medical terminology and anatomy/physiology.
2. Advanced knowledge of assigning ICD-10-CM/PCS and CPT Codes.
3. Coding guideline knowledge
4. LCD/NCD knowledge
5. Ability to communicate courteously and effectively both orally and in writing.
6. Professional fee coding experience preferred
7. Cancer registry, State Trauma and other state and Federal government reporting.

APPLICATION PROCEDURES: Apply online at www.creekhealth.org. (Current employees must use a transfer request form available on the intranet home page under forms). The KSAP's as outlined in the Evaluation Methods section should be addressed, but are not required. For further information call Jeremy Smith at (918) 732-7828. The Department of Health is an Equal Opportunity Employer; however, Indian Preference will be applied in the case of equally qualified applicants.

Staffing Coordinator

Date