



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

POSITION: Receptionist-CHS-Okmulgee
VACANCY ANNOUNCEMENT: CN-18-161

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 support and technical assistance to the Contract Health Services (CHS) Program regarding medical, surgical, dental, hospital and clinical services for eligible beneficiaries in conjunction with or in lieu of MCNDH/IHS health facilities.

REQUIREMENTS: Candidates must meet the following requirements:
High School Diploma or GED equivalent is required. One (1) year of experience in medical billing or related field. Valid Oklahoma Driver's License is required and must be insurable.

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. Working knowledge of Contract Health Services (CHS) as related to PL 93-638 in a Tribal environment.
2. Knowledge of Contract Health Services (CHS), Indian Health Services (IHS) and Muscogee (Creek) Nation Department of Health (MCNDH) Policies and Procedures.
3. Knowledge of general medical terminology and of the terminology used in the process of claims and billing for medical services.
4. Ability to prioritize and complete multiple work assignments in a timely manner.
5. Knowledge of the Privacy Act as it relates to confidentiality and release of medical information.
6. Ability to learn the requisition procedures, formats and protocols of the CHS Program.
7. Ability to communicate courteously and effectively with patients and their families, MCNDH staff and the general public orally and in writing.
8. Ability to utilize a personal computer and its applications in a Windows environment.
9. Ability to maintain a confident professional demeanor.

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