



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

POSITION: CHS Account Support Specialist-Okmulgee
VACANCY ANNOUNCEMENT: CN-19-139

STARTING SALARY: Negotiable
CLOSING DATE: Negotiable

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 the position is to provide technical and financial support of the Contract Health Services. Incumbent is supervised by the Lead CHS Account Support Specialist. It also has responsibility in conjunction with the coordination of the staff within Muscogee (Creek) Nation Department of Health clinic CHS Coordinators. Provides financial management of services by researching and analyzing patient accounts for approvals, preparing and researching bills for payment and applying appropriate medical coding or contractual coding, preparing PTR's for payment, and reconciling accounts once payment is rendered. This position will also interact with the public both internal and external and good communication skills are a must.

REQUIREMENTS: Candidates must meet the following requirements:

Completion of a program or training in medical office technology or related field is required. An Associate's Degree in medical office technology or related is preferred. A minimum of two (2) years related experience 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. Provides support for a dedicated MCN medical family for the referral process and provides account support for designated clinic from referral to payment, including issuing denials and patient correspondence.
2. Knowledge of third-party billing systems, general medical terminology used in the referral process.
3. Analyzes and verifies patient referral information and any third-party billing resources, checking internal systems and third-party systems for eligibility e.g. Oklahoma Healthcare Website, Medicare, Private Insurance, etc.
4. Gathers and analyzes information from internal systems that includes medical systems for electronic health records and WADE Contract Health System.
5. Protects organizations value by keeping information confidential and abiding by the HIPPA and Privacy act guidelines maintain strict confidentiality in regards to medical information and release of that information.
6. Maintains and balances an automated system by inputting data and verifying data to maintain accuracy of referrals and obtains supplementary information for preparing payments such as Explanation of Benefits (EOB), ensuring third-party and alternate resources has been applied before payment is rendered.
7. Prepares payments by accruing expenses; assigning account numbers; requesting disbursements; reconciling accounts, records and files payments.
8. Answers accounting and financial questions by researching and interpreting data and has good oral and written communications skills with third-party vendors, hospitals, providers, and patients and their families.
9. Updates job knowledge by participating in educational opportunities; reading professional publications; participating in professional organizations.
10. Accomplishes accounting and organization mission by completing related results as needed.

APPLICATION PROCEDURES: Apply online at [Department of Health Application](#). (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