



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

POSITION: Patient Benefits Coordinator-Okemah Clinic
VACANCY ANNOUNCEMENT: CN-20-119

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 the position is to assist patients of the Health System in the effective utilization of alternate resources such as Medicare, Medicaid, Department of Veteran Affairs, etc. for the payment of medical services and to provide administrative and clerical support in the daily operations of the clinic.

REQUIREMENTS: Candidates must meet the following requirements:

High School Diploma or GED equivalent and the completion of a program in Medical Office Technology or related field is required. One year of related experience is required.

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. Knowledge of patient registration systems and of the Health System in the provision of basic health service.
2. Knowledge of benefits offered through third-party resource programs such as Medicare, Medicaid, Department of Veterans Affairs, tribal benefits packages (Creek and non-Creek), etc. available to eligible patients.
3. Skill and ability to organize and multi-task – ability to prioritize tasks by importance and accomplish highest priority tasks each day.
4. Ability to communicate courteously and effectively with patients and their family members, co-workers, medical care providers, management personnel, tribal leaders and the general public both orally and in writing.
5. Ability to work with others on an individual basis utilizing high interpersonal skills.
6. Skill in the use of a personal computer in a Windows environment, and other office equipment.
7. Knowledge of data entry on an HER database, word processing and the ability to utilize a personal computer in a Windows environment.

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