



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

**POSITION:** CHS Claims Support Specialist (2 Positions)-Okmulgee  
**VACANCY ANNOUNCEMENT:** CN-20-135

**STARTING SALARY:** Negotiable  
**CLOSING DATE:** Open Until Filled

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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.

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**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 Claims Supervisor. 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.

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**REQUIREMENTS:** Candidates must meet the following requirements:  
Completion of a program or training in medical office technology or related field is preferred. An Associate's Degree in medical office technology or related is preferred. A minimum of two (2) years related experience is preferred. Valid Oklahoma Driver's License is required.

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**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. Performs general clerical and office duties, including, filing, copying/imaging, faxing, processing and distributing mail and preparing items for destruction.
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/SPARC 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. Assist Claims personnel with various activities, as required, including accessing and verifying Policyholder information, providing other information, entering claims information into the claims management system.
7. Scans and distributes refund checks to appropriate parties.
8. Generates and distributes claims inquiry letters and refund request letters.
9. Updates job knowledge by participating in educational opportunities; reading professional publications; participating in professional organizations.
10. To perform any other duties as requested, or as become evident.

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**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.

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Staffing Coordinator

Date