



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

POSITION: Payer Enrollment and Department Account Payable Coordinator-Okmulgee **STARTING SALARY:** Negotiable

VACANCY ANNOUNCEMENT: CN-21-04

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: Position is responsible for Revenue Cycle Department accounts payables, and provider's enrollment operations for all lines of business within the Department of Health. This includes all aspects of these function areas to ensure accuracy, production and regulatory requirements are met, and all necessary provider's enrollment are processed and submitted timely.

REQUIREMENTS: Candidates must meet the following requirements:
Bachelor's Degree in Accounting is preferred. Two (2) years of 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.

- a) Professional knowledge of the principles and practices of organization and management; of public administration procedures and practices of the methods and techniques of research and analysis; and of the principles and practices of governmental and/or tribal budgeting and accounting.
- b) Knowledge in performance indicators, accounting practices and terminology related to MCN Department of Health.
- c) Advanced knowledge of Medicaid, Medicare, 3rd party enrollment and credentialing policies.
- d) Advance knowledge in hospital/clinic billing and accounts receivable process.
- e) Knowledge of healthcare commercial billing and collections practices and medical terminology.
- f) Ability to set priorities, takes initiative, maintain data integrity, and complete project assignments with minimal supervision.
- g) Ability to effectively collect data, manage decision making and utilize interpersonal skills to interpret a variety of instructions or inquiries furnished in written and/ or oral form.
- h) Knowledge and ability to utilize Department of Health computer systems, and Microsoft Office software including, but not limited to Outlook, Word and Excel.
- i) Ability to work efficiently under pressure and organize work plans and priorities to assure timely submission of completed work.
- j) Ability to communicate effectively both orally and in writing to all relevant departments, agencies and individuals in order to properly conduct day-to-day business.

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