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

POSITION: Coding Specialist II-Okemah **STARTING SALARY:** Negotiable
VACANCY ANNOUNCEMENT: CN-18-121 **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.

DESCRIPTION OF ASSIGNMENT: Primarily responsible for providing expertise in reviewing and assigning accurate medical codes for diagnoses, procedures, and services performed by physicians and other qualified healthcare providers in the office or facility setting (e.g., inpatient hospital)

Incumbent reports to the HIM Supervisor or HA at the facility where they are stationed regarding attendance, leave and daily on-site supervision. Incumbent is responsible for communicating leave to the Coding Manager. Incumbent reports to Coding Manager regarding any job duties and/or coding issues.

REQUIREMENTS: Candidates must meet the following requirements:
High School diploma/GED required. Minimum of ten (10) years coding experience. Certified Coding Associate (CCA), Certified Coding Specialist (CCS), Certified Professional Coder Apprentice (CPC-A), Certified Professional Coder (CPC), Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT) certification 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. Advanced knowledge of medical terminology and anatomy/physiology.
2. Advanced knowledge of assigning ICD-10-CM/PCS, CPT and HCPCS II Codes
3. Advanced knowledge of coding guidelines
4. Ability to communicate courteously and effectively both orally and in writing

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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.

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Staffing Coordinator   Date