



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

**POSITION:** Revenue Cycle-Patient Access Senior Manager-Okmulgee  
**VACANCY ANNOUNCEMENT:** CN-19-162

**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 this position is for the management Patient Access and Scheduling. Furthermore, this position is the liaison between Revenue Cycle and Patient Access.

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**REQUIREMENTS:** Candidates must meet the following requirements:  
Associate's Degree required; Master's in related field preferred Ten years Patient Access/Scheduling experience 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. Advanced knowledge patient access and scheduling processes.
2. Knowledge of medical terminology.
3. Demonstrate basic knowledge of ICD-10-CM, CPT, HCPCS, and Revenue Codes.
4. Advanced knowledge of third party insurance coverage and the process to obtain authorization for services.
5. Basic knowledge of budgeting and accounting principles.
6. General knowledge of insurance claim forms.
7. Advanced knowledge of common business software applications and ability to train end users in desktop applications.
8. Excellent management and leadership skills to effectively motivate, manage and supervise subordinate staff in achieving departmental goals and objectives.
9. Developed skills to communicate courteously and effectively to patients and their family, all relevant departments and their staff, and any other parties within the organization or other general public both orally and in writing.

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**APPLICATION PROCEDURES:** Apply online at [www.creekhealth.org](http://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