



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

**POSITION:** Hospital Application Specialist-Medical Center  
**VACANCY ANNOUNCEMENT:** CN-20-82

**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 incumbent is responsible for maintaining and coordinating patients electronic medical records database (i.e. Cerner, CPSI et al.) Also, provides technical as well as operational support to ensure efficient day-to-day hospital workflow. The ideal candidate will have knowledge of end user workflows with an understanding of the inputs/outputs from an end user and patient perspective, ability to work well in team environments and facilitate integrated meetings, and demonstrates customer-oriented service excellence principles. Incumbent reports directly to Medical Informatics Manager. This position is located at the MCN Medical Center in Okmulgee, OK.

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**REQUIREMENTS:** Candidates must meet the following requirements:

Bachelor's Degree or Associate's Degree in Computer Science, Management Information Science, Information Technology or related field is preferred. Four (4) years of relevant work experience is required. Experience in a Healthcare environment is preferred. A combination of education and relevant work experience may be considered in lieu of the education qualifications stated above. Incumbent must be insurable and 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. Sufficient formal and/or informal training experience in Database Management Systems (DBMS) administration and maintenance, database design, analysis, and management.
2. Advanced databases and database design concepts; data communications and networked systems; database integration on the Web; fundamentals of page layout, design, and graphic illustration; Microsoft SQL; Cerner; CPSI; and other relational database systems.
3. Ability to work independently under minimum supervision.
4. Ability to communicate efficiently and effectively with department staff, tribal agencies, outside agencies and the general public both orally and in writing.
5. Ability to maintain a confident and professional demeanor.

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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.