



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

**POSITION:** Patient Financial Services-Specialist I-Okmulgee  
**VACANCY ANNOUNCEMENT:** CN-21-27

**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 to ensure that all billable services such as inpatient or outpatient medical or skilled facility, emergency room, home health, ambulance laboratory, radiology, dental, optometry, behavioral health, diabetes, and pharmacy are billed to Medicare, Medicaid, and any commercial insurer in accordance with applicable government, state, local, and tribal law. Position is located at the Pine Building in Okmulgee, OK.

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**REQUIREMENTS:** Candidates must meet the following requirements:  
High school diploma/GED required. One (1) year of insurance billing 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. Basic knowledge of hospital or clinic billing and follow up
2. Knowledge of medical terminology
3. Demonstrate basic knowledge of ICD-10-CM, CPT, HCPCS, and Revenue Codes
4. Basic knowledge of major insurance companies billing policies to ensure compliance
5. Basic knowledge of insurance claim forms
6. General knowledge in specific specialties within the hospital or clinic billing area
7. Ability to read, comprehend, and follow oral and written instructions
8. Ability to establish and maintain effective working relationships with patients, co-workers and the general public.

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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