



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

**POSITION:** Revenue Integrity Analyst-Okmulgee  
**VACANCY ANNOUNCEMENT:** CN-21-31

**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 integrity of charging and billing medical services. This position is located at the Okmulgee Pine Building in Okmulgee, OK.

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**REQUIREMENTS:** Candidates must meet the following requirements:  
Associate's Degree required. Ten years of billing, auditing, and financial reporting 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 of medical financial reporting.
2. Knowledge of medical terminology.
3. Extensive knowledge of CPT, HCPCS, UB04 claim forms, 1500 claim forms, modifiers, billing relations, Chargemaster, and fee schedules.
4. Advanced knowledge of third party insurance coverage.
5. Basic knowledge of budgeting and accounting principles.
6. Advanced knowledge of common business software applications (excel, word, adobe, etc.) and ability to train end users in desktop applications.
7. 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