



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

POSITION: BHS Certified Coding Specialist-Sapulpa
VACANCY ANNOUNCEMENT: CN-21-66

STARTING SALARY: Negotiable
CLOSING DATE: Open Until Filled

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: The purpose of this position is to provide accountability for conversion of diagnosis and treatment procedures into codes using an international classification of Behavioral Health disorders. Ensures that all medical records are coded in an accurate and timely manner and meets coding compliance according to HCFA guidelines. Incumbent is Responsible for all Behavioral Health records.

REQUIREMENTS: Candidates must meet the following requirements:

High School diploma, or equivalent, required. Associate's Degree as a Registered Health Information Technician (RHIT) and/or Bachelor's degree as a Registered Health Information Administrator (RHIA) preferred. Minimum of two (2) years of experience in Health Information Management and relevant Behavioral Health billing experience. Experience in coding required. Experience in using code finder and DRG grouper preferred. Certification required within 6 months of employment.

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. An in-depth knowledge of medical terminology and anatomy/physiology and psychology.
2. Knowledge of basic and major Behavioral Health coverage plans, such as Fee-for-service, Health Maintenance Organizations (HMO), Preferred Provider Organizations (PPO), and Medicaid/Medicare encounter rates applicable to tribal Behavioral Health.
3. Knowledge of Medicare, Medicaid, federal and commercial insurers' billing policies and procedures to ensure compliance.
4. Knowledge of Behavioral Health third party revenue cycle specifically Behavioral Health billing and collection practices for outpatient, ancillary and Residential services.
5. Knowledge of basic Behavioral Health coding.
6. Knowledge of the Privacy Act of 1974 regarding medical records and the ability to maintain strict confidentiality.
7. Demonstrate thorough knowledge of assigning ICD-9-CM and CPT Codes and DRG methodologies.
8. Ability and skill to utilize a health information database.
9. Ability to utilize a personal computer in a Windows environment and other basic office equipment.
10. Knowledge and ability to utilize Electronic Health Records (EHR)
11. Ability to code in-patient, out-patient, and emergency psychiatric services.
12. Skill and ability in instructional and public speaking.
13. Knowledge and ability to instruct and train ICD-9-CPT methodologies.
14. Should have knowledge of HCFA rules/regulations and reimbursement issues.

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.