Human Resources
P.O. Box 1118
Okmulgee, OK 74447

POSITION: Clinic Registration Clerk-Okemah
VACANCY ANNOUNCEMENT: CN-23-211

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, three 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 gather and enter all pertinent information for patients admitting for services. Position is required to interview patient upon arrival to the facility and ensure all required documents are signed and entered into the EHR system. Position is required to complete other tasks as needed. This position is located at the Okemah Indian Health Center in Okemah, OK.

REQUIREMENTS: Candidates must meet the following requirements:
A High School Diploma or GED equivalent is required. Completion of a program or training in Medical Office Technology or a related field is preferred. A minimum of one (1) year relevant experience is Preferred. **It is the policy of MCNDH for all employees to comply with the COVID-19 vaccination program.**

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. Knowledge of general medical terminology and of the terminology used in the process of billing for medical services.
2. Knowledge of Electronic Health Record (EHR) system and the ability to correctly enter data into the EHR.
3. Knowledge of patient registration procedures in an ambulatory and non-ambulatory clinic.
4. Ability to maintain strict confidentiality with regard to patient health information.
5. Skill in utilizing a personal computer and its applications in a Windows environment and the ability to organize, file and retrieve information.
6. Ability to communicate courteously and effectively with patients and their families, MCNDH staff and the general public for the purpose of supplying or obtaining information.
7. Knowledge of third party and other numerous alternate resources used in the billing of medical services.
8. Ability to maintain a professional demeanor.

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 Tracy Watters at (918) 762-0307. 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