



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

**POSITION:** Epic Interface Analyst (2 Positions)-Medical Center  
**VACANCY ANNOUNCEMENT:** CN-21-72

**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 works with Epic Applications Analysts, technology staff, and third-party vendors to ensure interfaces and data conversions meet business needs. Responsible for interface engine work with Epic and third-party applications and vendors to ensure project success with interface and data conversions. Ensures application changes follow change management procedures and protocols, creates and maintains all documentation for all assigned applications develops, plans, and executes testing for supported applications. Incumbent reports directly to the 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. Two (2) 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. Healthcare experience preferred, not required. Incumbent must be insurable and valid Oklahoma Driver's License is required. Complete specific job related training and Epic certification.

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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.

- a) Complex problem Solving-Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- b) Troubleshooting-Determining causes of operating errors and deciding what to do about it. User and Customer Support.
- c) Knowledge of Information Technologies (fundamental concepts, systems, platforms, tools, and technologies), IT industries (hardware, software, and services), the widespread application of IT in other industries, and the common roles of IT professionals.
- d) Taking prompt action to accomplish objectives; acting to achieve goals beyond what is required.
- e) Ability to work independently under minimum supervision.
- f) Ability to communicate efficiently and effectively with department staff, tribal agencies, outside agencies and the general public both orally and in writing.
- g) 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.

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Staffing Coordinator

Date