



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

POSITION: Patient Financial Services-Specialist II-Okmulgee
VACANCY ANNOUNCEMENT: CN-21-188

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 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. This position is located at the Revenue Cycle office in Okmulgee, OK.

REQUIREMENTS: Candidates must meet the following requirements:

High school diploma/GED required. Associates Degree in related field preferred. Three years (3) insurance billing experience required.

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 and working ability in hospital and clinic billing as well as insurance follow up within those areas.
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. Working knowledge in specific specialties within the hospital or clinic billing area
7. Capacity 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.

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.

Staffing Coordinator

Date