



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

**POSITION:** CHS Coordinator-Eufaula Clinic  
**VACANCY ANNOUNCEMENT:** CN-21-212

**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 the position is to coordinate, monitor and provide technical assistance/support regarding Contract Health activities of the Clinic. Incumbent supervises the CHS Clerk/Receptionist.

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**REQUIREMENTS:** Candidates must meet the following requirements:  
High School or GED equivalent is required. Two (2) years relevant experience is 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. Knowledge of general medical terminology and of the terminology used in the process of billing for medical services.
2. Knowledge of a RPMS database and the ability to correctly enter data into the RPMS system.
3. Knowledge of patient registration procedures, Ambulatory Patient Care Code and ICD-9-CM code, Data Processing Security System and the prospective payment system.
4. Knowledge of third party and other numerous alternate resources used in the billing of medical services.
5. Knowledge of Contract Health Service, IHS and Creek Nation Department of Health Policies and Procedures, safety procedures and filing procedures.
6. Knowledge of the Privacy Act and the regulations with regards to confidentiality and the release of medical information.
7. Ability to communicate courteously and effectively with patients and their families, Department Staff and the general public both orally and in writing.
8. Ability to maintain a professional demeanor and maintain strict confidentiality.

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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