



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

**POSITION:** HIM Technician-Council Oak  
**VACANCY ANNOUNCEMENT:** CN-21-230

**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 this position is to facilitate efficient and accurate processing of medical information and provide general administrative support to the Health Information Management Department of the health care facility. This position is located at the Council Oak Comprehensive Health in Tulsa, OK.

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**REQUIREMENTS:** Candidates must meet the following requirements:  
High School Diploma or GED Equivalent is required. One (1) year of relevant experience is preferred.

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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) Knowledge of medical terminology and of terminology used in the process of billing for medical services.
- b) Knowledge of the Privacy Act and HIPAA in regards to the confidentiality of health information.
- c) Ability to analyze medical records for completeness, consistency and compliance with specifications.
- d) Knowledge of data entry on an EHR database, word processing and the ability to utilize a personal computer in a Windows environment.
- e) Ability to communicate and interact effectively with the public via telephone and in person for the purpose of supplying or obtaining information.
- f) Ability to file, organize and retrieve information.
- g) Ability to maintain a confident professional demeanor.

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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