



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

**POSITION:** Pharmacy Billing/AR Specialist-Okmulgee, Baker Building  
**VACANCY ANNOUNCEMENT:** CN-21-261

**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 ensure all pharmacy charges are billed to all third party insurers in accordance with applicable government, state, local, and tribal law. This position is located in Pharmacy Revenue Department in Okmulgee, OK.

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**REQUIREMENTS:** Candidates must meet the following requirements:

High School Diploma or GED equivalent. An Associate's degree in accounting or a related business field is preferred. Two years' relevant experience with billing required, pharmacy claims preferred. Experience in claim reconciliation and DME billing preferred. Eligible for obtaining Oklahoma Pharmacy Technician license. National Certified Pharmacy Technician (CPhT) 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.

1. Knowledge of relationship between pharmacies and third-party insurance companies.
2. Ability to utilize a personal computer and its applications in a Windows environment. Applicants skilled in Microsoft Excel preferred.
3. Skills in organizing and maintaining accurate records and documentation.
4. Ability to maintain strict confidentiality.
5. Ability to communicate courteously and effectively with Health staff, patients and the general public.
6. Ability to meet and deal with the public for the purpose of supplying or obtaining information.
7. Ability to maintain a confident, professional demeanor.
8. Knowledge of basic and major pharmacy and medical coverage plans.
9. Knowledge of Medicare, Medicaid, federal and commercial insurer's billing policies and procedures to ensure compliance.
10. Knowledge of third-party revenue cycle, specifically pharmacy billing and collection practices.
11. Knowledge of basic prior authorization, appeal, and claim follow up processes.
12. Ability to read, comprehend, and follow oral and written instructions.
13. Ability to collect, evaluate, enter, and organize documents in order to facilitate their movement throughout revenue cycle from patient registration to account receivable.
14. Ability to retrieve payment records, process third party payments, and reconcile payments back to third party billing records in pharmacy, accounting, and other programs used to manage the process as required.
15. Ability to function in an administrative assistant role as needed.

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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