



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

POSITION: CHS Clerk-Okmulgee Clinic
VACANCY ANNOUNCEMENT: CN-21-293

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 the position is to provide support and technical assistance to the Contract Health services (CHS) Program regarding medical, surgical, dental, hospital and clinical services for eligible beneficiaries in conjunction with or in lieu of MCNDH/IHS health facilities. This position is located at the Okmulgee Indian Health Center in Okmulgee, OK.

REQUIREMENTS: Candidates must meet the following requirements:

High School Diploma or GED equivalent is required. One (1) year of relevant experience in medical billing or related field. Valid Oklahoma Driver's License is required. **It is the policy of MCNDH for all employees to comply with the COVID-19 vaccination program.**

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 Contract Health Services (CHS), Indian Health Services (IHS) and Muscogee (Creek) Nation Health System Policies and Procedures.
2. Knowledge of third-party billing
3. Knowledge of general medical terminology and of the terminology used in the process of referrals.
4. Ability to prioritize and complete multiple work assignments in a timely manner.
5. Knowledge of the Privacy Act as it relates to confidentiality and release of medical information.
6. Knowledge of third-party resource programs.
7. Knowledge of patient registration systems and of the Health System in the provision of basic health service.
8. Skill in the use of a personal computer in a Windows environment and other office equipment.
9. Ability to communicate courteously and effectively with patients and their families, Division Staff and the general public via orally and in writing.
10. Ability to maintain a professional demeanor and maintain strict confidentiality.

APPLICATION PROCEDURES: Apply online at 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.

Staffing Coordinator

Date