



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

POSITION: Health Information Management Clerk II-Okmulgee
VACANCY ANNOUNCEMENT: CN-21-330

STARTING SALARY: Negotiable
CLOSING DATE: Open Until Filled

The Muscokee (Creek) Nation Department of Health (MCNDH) provides comprehensive health care services to Native Americans living within the Muscokee (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 facilitate efficient and accurate processing of medical information and provide general support to the Health Information Management Department. This position is located at the Pine Building located in Okmulgee, OK.

REQUIREMENTS: Candidates must meet the following requirements:

Associate Degree in Health Information Administration, Medical Technology or a closely related degree is preferred; High School Diploma/GED required. Three (3) years of relevant experience 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. Clinic Health Information experience required.
2. Knowledge of medical terminology is preferred.
3. Knowledge of the Privacy Act in regards to the confidentiality of health information/ Release of Information.
4. Ability to analyze medical records for completeness, consistency and compliance according to guidelines.
5. Ability to communicate and interact effectively with the public via telephone in person for the purpose of supplying or obtaining information.
6. Computer skills required.

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