POSITION: Epic Analyst-ASAP (Emergency Department)-Okmulgee   **STARTING SALARY:** Negotiable
VACANCY ANNOUNCEMENT: CN-21-367   **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 Incumbent will be responsible for the design, build, and test of an assigned Epic module. Maintain documentation of business and system configuration requirements. Configure the Epic software according to decisions made by SMEs such as templates, drop-down boxes and pick lists. Complete assigned team tasks as documented in the work plan. Report status of task completion to assigned Team Lead. Provide timely alerts about endangered milestones and deliverables. Incumbent reports directly to the Medical Informatics Manager.

The candidate will fill one of the following Epic modules/teams:
- Emergency Department
- Inpatient Clinical
- Inpatient Orders
- Infection Control
- Willow Pharmacy
- HIM
- Grand Central
- Out Patient Clinical
- Surgery
- Radiant Radiology
- Beaker Laboratory
- Cadence/Prelude Scheduling – Clinical
- Cadence/Prelude Scheduling – Hospital
- Hospital Billing
- Coding
- Professional Billing
- Inventory Supply Management

REQUIREMENTS: Candidates must meet the following requirements:
Associate's Degree or two years specialized training in an applicable field (Business Administration, Allied Health, Computer Science, etc.) preferred. Two (2) years of relevant work experience in specialty specific area is required. Experience in a Healthcare environment is preferred. A combination of education and relevant work experience may be considered in lieu of the education qualifications stated above. Healthcare experience preferred, not required. Incumbent must be insurable and valid Oklahoma Driver's License is required. Complete specific job related training and Epic certification. **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.

a) Experience with patient access workflows, schedule templates, registration best-practices, decision trees, establishing multiple patient access channels, and aligning technology with operational needs
b) Possesses excellent time management and organizational skills.
c) Demonstrates adaptability and flexibility with respect to changing end user business needs.

d) Demonstrates a willingness to learn new software and systems.
e) Conveys information clearly and concisely with project leadership and subject matter experts.
f) Seeks, logically examines, and interprets information from different sources to determine a problem's cause and developing a course of action to resolve the problem and to prevent its recurrence.
g) Ability to work independently under minimum supervision.
h) Ability to communicate efficiently and effectively with department staff, tribal agencies, outside agencies and the general public both orally and in writing.
i) Ability to maintain a confident and professional demeanor.

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