



Human Resources
P.O. Box 1118
Okmulgee, OK 74447

POSITION: Scheduling Clerk-Council Oak
VACANCY ANNOUNCEMENT: CN-22-92

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 clerical and administrative support including the scheduling of patients, ensure and enter all pertinent information for appointment scheduling. Incumbent is under the supervision of the Patient Registration Supervisor. This position is located at the Council Oak Comprehensive Health located in Tulsa, OK.

REQUIREMENTS: Candidates must meet the following requirements:
High School Diploma or GED equivalent is required. Completion of a program in Medical Office Technology or related field is preferred. One (1) year of relevant experience is preferred. Valid Oklahoma Driver's License and must be insurable. **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 health record procedures and ambulatory clinic procedures.
2. Knowledge of general medical terminology used in registering/scheduling patient and the ability to analyze medical records and files.
3. Knowledge of data entry on an Electronic Health Record, the ability to correctly enter data in EHR, word processing and the ability to utilize a personal computer in a Windows environment.
4. Ability to assist in registration, check in patients, organize, file and retrieve information.
5. Ability to maintain strict confidentiality in reference to the Privacy Act of 1974 and its regulations with regard to patient confidentiality and release of medical information.
6. Ability to meet and deal with patients, their family members and the general public for the purpose of supplying or obtaining information.
7. Ability to maintain a confident, professional demeanor and communicate effectively, both orally and in writing, work as a team member, and the ability to multitask.

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) 762-0302. 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