



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

**POSITION:** Health Information Management Supervisor-Okmulgee  
**VACANCY ANNOUNCEMENT:** CN-22-182

**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 this position is to provide the Okmulgee Indian Health Center with supervision of the medical records department in collaboration with the MCNDH clinics and hospitals. This position is located at the Okmulgee Indian Health Center in Okmulgee, OK.

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

A Bachelor's Degree in business communications or a related field is preferred. A minimum of one (1) year related experience is required. Related experience may substitute for educational requirements and prior experience and knowledge of third party billing. RHIA/RHIT certification preferred. **It is the policy of MCNDH for all employees to comply with the COVID-19 vaccination program.**

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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 CMS requirements related to health information.
2. Knowledge of revenue cycle work processes performed by the MCNDH staff.
3. Knowledge and ability to train end-users of MCNDH applications.
4. Knowledge of common business software applications and ability to train end users in desktop applications such as MS Office standard and professional, MS-Forms, MS-WFVG, Windows 7 or later versions and MS-Publisher.
5. Knowledge of theories, principles, practices and techniques of computer applications and the ability to schedule work processes in an orderly manner.
6. Knowledge of ICD-9, ICD-10, and CPT Coding and related information.
7. Skill in dealing analytically and systematically with problems of organization, workflow, analysis of data requirements and planning.
8. Ability to communicate courteously and effectively both orally and in writing with patients and their families, other MCNDH Staff and the general public.

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**APPLICATION PROCEDURES:** Apply online at [Department of Health Application](#).(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.

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Staffing Coordinator

Date