



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

**POSITION:** PFS-Accounts Receivable Specialist-Okmulgee  
**VACANCY ANNOUNCEMENT:** CN-21-166 (Re-Advertised)

**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 ensure that all payments received from patients and third-party payers are accurately posted to the patients account and supported by the appropriate documentation for balance control. This position is located at the Revenue Cycle office in Okmulgee, OK.

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**REQUIREMENTS:** Candidates must meet the following requirements:  
High School diploma/GED required. Two-Three years' cashier/accounting experience required

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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. Basic knowledge of hospital and/or clinic billing
2. Strong Math and computer skills
3. Knowledge of third party reimbursement logic and of total accounts receivable management programs specifically account transaction entries according to standardized codes, to determine and perform correct action on patient accounts.
4. Basic knowledge of insurance claim forms
5. Ability to collect, evaluate, and organize documents in order to facilitate their movement throughout the revenue cycle from patient registration to accounts receivable
6. Must be well organized and detail-oriented
7. Ability to read, comprehend, and follow oral and written instructions
8. Have the ability to establish and maintain effective working relationships with patients, co-workers 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](tel:9187620302). 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