



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

POSITION: Epic Applications/Project Mgr. Billing/Coding-Okmulgee
VACANCY ANNOUNCEMENT: CN-23-18

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 role of the Epic Applications/Project Manager will be to identify, evaluate, analyze, and recommend changes in support of assigned applications. He/She will support planning, design development and build of assigned applications.

REQUIREMENTS: Candidates must meet the following requirements:

Bachelor's Degree in Computer Science, Management Information Science, Information Technology or related field is required. Five to Seven (5-7) years of relevant work experience is required. Experience in a Healthcare environment is required. A combination of education and relevant work experience may be considered in lieu of the education qualifications state above. Incumbent must be insurable and valid Oklahoma Driver's License is required. Obtain appropriate Epic certification within 6 months of hire date. Advanced knowledge in clinical applications and data analytics is preferred. Strong knowledge of workflows, implementation timelines and EHR implementation required. Experience with large organizational change management is also 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. Excellent listening, problem solving, conflict management, critical thinking skills, and oral and written communication skills.
2. Have a strong working knowledge of HIPAA Privacy and Security requirements.
3. Demonstrates strong working knowledge of programming logic, proficiency SQL coding abilities and MS Office products (i.e., Word, Excel, Access, etc.)
4. Comfortable doing strategic work as well as hands on tactical day to day work.
5. Analyze customer support issues to identify application and system problems and possible solutions.
6. Accurately translates business requirements to detail-level system specifications and evaluates against system capabilities.
7. Ability to work independently under minimum supervision.
8. Ability to communicate efficiently and effectively with department staff, tribal agencies, outside agencies and the general public both orally and in writing.
9. 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 Tracy Watters at (918) 762-0307. 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