



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

POSITION: Coding Manager - Council Oak
VACANCY ANNOUNCEMENT: CN-21-368

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 oversee and monitor daily operations of the system wide coding department. Ensure operations of the department react efficiently to the demands and challenges facing the coding staff to ensure the highest level of coding quality and compliance. This position is located at Council Oak Comprehensive Healthcare in Tulsa, OK.

REQUIREMENTS: Candidates must meet the following requirements:

A Bachelor's Degree in Health Information from an American Health Information Management accredited program is preferred or a current coding certification from an accredited program. Minimum of two years supervisory, management, or leadership experience in a healthcare setting. At least Five (5) years of relevant coding experience in an acute and/or critical access hospital setting. At least Two (2) years of coding experience in a clinic setting. Coding experience in a Behavioral Health and/or Physical Rehabilitation setting. Knowledge of CCI/LCD/NCD reimbursement. Electronic Health Record and encoder experience. Coding and documentation training. Current certification as a Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT) with a current AAPC or AHIMA coding credential; Or a current Certified Coding Credential through the American Academy of Professional Coders (AAPC) or a current Certified Coding Credential through the American Health Information Management Association (AHIMA). **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. Apply advance knowledge of medical codes involving selections of most accurate and description codes using ICD-10-CM, Volumes 1-3, CPT, HCPCS and DSM-5.
2. Extensive knowledge of official coding conventions and rules established by the American Medical Association, the Center for Medicare and Medicaid Services and commercial payers for assignment of diagnostic and procedural codes.
3. Knowledge and experience of working with an electronic health record and coding encoder.
4. Ability to utilize a wide variety of office equipment and computer software.
5. Ability to provide excellent communication skills. Must be well organized and detail oriented.
6. Ability to work independently.

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 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

