



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

POSITION: Manager of Account Services (CHS)-Okmulgee
VACANCY ANNOUNCEMENT: CN-23-119

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, three 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 management and financial support for the CHS of the MCNDH. This includes providing a full range of managed care for all patients requiring ambulatory and diagnostic services which are not available within the MCNDH, the maintenance and management of a Quality Improvement program for all program services and provide an environment in all health delivery sites which manages potential risk related to the provision of Program services. This is an exempt position as applicable to the provisions of the FLSA. This position is located in Okmulgee, OK.

REQUIREMENTS: Candidates must meet the following requirements:

Bachelor's Degree in Business Administration, Finance, Accounting or related field is preferred but not required. One (1) year of experience in benefits administration, medical billing or related field. Experience gained through working in a tribal setting is preferred. Valid Driver's License. **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 all aspects of Contract Health Services (CHS) in a tribal PL 93-638 environment. Knowledge of Indian Health Service and Muscogee (Creek) Nation Department of Health (MCNDH) policies and procedures related to CHS.
 2. Knowledge of Managed Care guidelines, Medicare/Medicaid regulations and guidelines, third party billing, utilization review, Rural Health certification process, etc. related to CHS.
 3. Knowledge of the Privacy Act and other related regulations with regards to confidentiality and the release of medical information.
 4. Ability to communicate and interact effectively with patients and their families, staff members, other MCNDH employees, tribal officials and the public both orally and in writing.
 5. Knowledge of coding and Electronic Health Records systems.
 6. Ability to supervise subordinate staff members and provide guidance and assistance to other staff members not directly under the incumbent's span of control in a professional manner.
 7. Knowledge and skill to utilize a PC in a Windows environment and to operate other necessary office equipment.
 8. Ability to deal with unruly patients and their family members under trying circumstances.
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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 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