



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

POSITION: Patient Financial Service Specialist I-Okmulgee
VACANCY ANNOUNCEMENT: CN-23-122

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 ensure that all billable services such as inpatient or outpatient medical or skilled facility, emergency room, home health, ambulance, laboratory, radiology, dental, optometry, behavioral health, diabetes and pharmacy are billed to Medicare, Medicaid, and any commercial insurer in accordance with applicable government, state, local and tribal laws. This position is located in Okmulgee, OK.

REQUIREMENTS: Candidates must meet the following requirements:
A High School Diploma or GED required. One (1) year insurance billing experience 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. Basic knowledge of hospital or clinic billing and follow up.
2. Knowledge of medical terminology.
3. Demonstrate basic knowledge of ICD-10-CM, CPT, HCPCS, and Revenue Codes.
4. Basic knowledge of major insurance companies billing policies to ensure compliance.
5. Basic knowledge of insurance claim forms.
6. General knowledge in specific specialties within the hospital or clinic billing area.
7. Ability to read, comprehend, and follow oral and written instructions.
8. Ability to establish and maintain effective working relationships with patients, co-workers and the general public.

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