



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

POSITION: Revenue Cycle-Payer Enrollment Specialist-Okmulgee
VACANCY ANNOUNCEMENT: CN-23-134

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 this position is for integrity of charging and billing medical services, as well as financially credentialing providers and facilities with payers. This position is located at the Revenue Cycle Department in Okmulgee, OK.

REQUIREMENTS: Candidates must meet the following requirements:

Associate degree preferred. Ten years of billing, auditing, Payer Enrollment, and financial reporting experience preferred.

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. Professional knowledge of the principles and practices of organization and management; of public administration procedures and practices of the methods and techniques of research and analysis; and of the principles and practices of governmental and/or tribal budgeting and accounting.
2. Advanced knowledge of Medicaid, Medicare, 3rd party enrollment and credentialing policies.
3. Advanced knowledge of medical financial reporting.
4. Knowledge of medical terminology.
5. Extensive knowledge of CPT, HCPCS, UB04 claim forms, 1500 claim forms, modifiers, billing relations, Chargemaster, and fee schedules.
6. Advanced knowledge of third-party insurance coverage.
7. Basic knowledge of budgeting and accounting principles.
8. Advanced knowledge of common business software applications (excel, word, adobe, etc) and ability to train end users in desktop applications.
9. Developed skills to communicate courteously and effectively to patients and their family, all relevant departments and their staff, and any other parties within the organization or other general public both orally and in writing.

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