



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

POSITION: Insurance Authorization & Scheduling Spc-Clinical
VACANCY ANNOUNCEMENT: CN-23-103

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 to perform clerical duties and obtain authorization of services prior to procedure and schedule services as ordered. Incumbent interviews patients or patient's representatives to obtain pertinent data and information for insurance and billing purposes, updating records, data entry, etc. The incumbent will also provide nursing/technologist services and support to the Muscogee (Creek) Nation Department of Health operating rooms and outpatient surgery. The incumbent will consistently display behavior that enhances the image of the health care system as evidenced by professional and courteous behavior toward all customers and co-workers. This position is located at the MCN Medical Center in Okmulgee, OK, the Council Oak Comprehensive Healthcare located in Tulsa, OK and the Creek Nation Community Hospital in Okemah, Ok.

REQUIREMENTS: Candidates must meet the following requirements:

Incumbent must be a current licensure as a Licensed Practical Nurse or Certified Surgical Technologist in good standing with the State of Oklahoma. One (1) year of relevant Operating Room, Pre-admission, or Surgery scheduling preferred. Incumbent is required to possess current licensure by the State of Oklahoma or National Council of State Boards of Nursing for Practical Nurse or current certification by the National Board of Surgical Technology and Surgical Assisting. Must possess Current BLS. If LPN, must obtain ACLS and PALS certifications within 6 months of hire. **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 general medical terminology and of the terminology used in the process of billing for medical services.
2. Knowledge of Electronic Health Record (EHR) system and the ability to correctly enter data into the EHR, EPIC strongly preferred.
3. Knowledge of patient scheduling and registration procedures in an ambulatory and/or non-ambulatory clinic.
4. Ability to maintain strict confidentiality with regard to patient health information.
5. Skill in utilizing a personal computer and its applications in a Windows environment and the ability to organize, file and retrieve information.
6. Ability to communicate courteously and effectively with patients and their families, MCNDH staff and the general public for the purpose of supplying or obtaining information.
7. Knowledge of third party and other numerous alternate resources used in the billing of medical services.
8. Ability to maintain a professional demeanor.
9. Professional knowledge of nursing care principles, TQM ethics, practices and processes required to assess nursing needs of assigned patients.
10. Knowledge of a wide variety of medical disorders, normal course of diseases, potential complications and individual therapeutic interventions.
11. Knowledge of pharmaceuticals, their desired effects, side effects and complications of their use.
12. Ability to recognize and react to emergency situations.
13. Knowledge and skill in operation and monitoring of general nursing equipment; e.g. infusion pumps, defibrillators, arrhythmia monitors, etc.

14. Ability to develop, implement and evaluate a patient care plan to meet the needs of assigned patients.
15. The ability to respond quickly and accurately to changes in patient and or unit conditions.
16. Knowledge and skill of collection laboratory specimens such as wound cultures, procedure pathology, and urine.

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