



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

POSITION: Patient Financial Services-Cashier/Mail Clerk-Okmulgee
VACANCY ANNOUNCEMENT: CN-23-267

STARTING SALARY: Negotiable
CLOSING DATE: Open Until Filled

The Muscokee (Creek) Nation Department of Health (MCNDH) provides comprehensive health care services to Native Americans living within the Muscokee (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 process financial data in a timely manner for proper distribution of information. To use technical and financial skills to track and manage patient cash flow, credit card and insurance payments. This position is located at the Revenue Cycle Department in Okmulgee, OK.

REQUIREMENTS: Candidates must meet the following requirements:
High school diploma/GED required. Two (2) years of relevant 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. Knowledge of medical coverage plans, such as Fee-for-service, Health Maintenance Organizations (HMO), Preferred Provider Organizations (PPO), and Encounter rate applicable to tribal health.
2. Strong math and computer skills.
3. Ability to read, comprehend, and follow oral and written instructions.
4. Ability to establish and maintain effective working relationships with patients, employees, and the public.
5. Ability to operate a computer and basic office equipment.
6. Must be well organized and detail oriented.

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](tel:9187620307). 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