



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

POSITION: Health Information Management Clerk I-Council Oak
VACANCY ANNOUNCEMENT: CN-24-181

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 facilitate efficient and accurate processing of release of information requests, accurately scan medical information into the electronic medical record, and provide general support to the Health Information Management Department. This position is located at the Council Oak Comprehensive Healthcare in Tulsa, OK.

REQUIREMENTS: Candidates must meet the following requirements:

Associate Degree in Health Information Administration, Medical Technology or a closely related degree is preferred; High School Diploma / GED required. Three (3) years of relevant experience is preferred.

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. Health Information experience preferred.
2. Knowledge of medical terminology is preferred.
3. Knowledge of the Privacy Act in regard to the confidentiality of health information / Release of Information.
4. Ability to analyze medical records for completeness, consistency, and compliance according to guidelines.
5. Ability to communicate and interact effectively with the public via telephone and in person for the purpose of supplying or obtaining information.
6. Computer skills required.
7. Customer service oriented.

APPLICATION PROCEDURES: Apply online at www.creekhealth.org. (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