Level I Hospital Coder
Council Oak

VACANCY ANNOUNCEMENT: VA 24-247    STARTING SALARY: Negotiable    CLOSING DATE: Open Until Filled

Muscogee Nation Department of Health (MCN Health) provides comprehensive health care services to Native Americans living within the Muscogee Nation. MCN Health 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 provide accountability for conversion of diagnosis and treatment procedures into codes using an international classification of diseases. Incumbent reports to the Coding Manager in regard to attendance, leave and daily on-site supervision. Incumbent is responsible for clinic coding and other coding functions as assigned. This position is located at the Council Oak Comprehensive Healthcare in Tulsa, OK.

REQUIREMENTS:

Education – High school diploma/GED required. Associates Degree in Health Information Administration or Medical Technology is preferred.

Experience – One (1) ER/Outpatient coding experience is preferred.

Licenses & Certification – Certified Coding Specialist (CCS) or Certified Professional Coder certification is preferred; certification is required within one year of hire date.

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.

a) Basic knowledge of medical terminology and anatomy/physiology
b) Basic knowledge of assigning ICD-10-CM and CPT Codes
c) Coding guideline knowledge
d) LCD/NCD knowledge
e) Ability to communicate courteously and effectively both orally and in writing.
f) Professional fee coding experience preferred.

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