



Diabetes Program Clerk

Council Oak – Diabetes

VACANCY ANNOUNCEMENT: VA 24-380

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 clerical and data management support to the Diabetes Grant Program. Incumbent will provide data entry services for the Program at specified clinics operated by the Division of Health Administration (DHA). Incumbent is under the immediate supervision of the Program Coordinator. This position is located at Council Oak Comprehensive Healthcare in Tulsa, OK.

REQUIREMENTS: High School Diploma or GED equivalent. A minimum of one (1) year relevant experience is required. Certificate of completion of a Program or Training in Medical Office Technology or related field is preferred but not required.

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.

- Knowledge of general medical terminology and of the terminology used in the process of billing for medical services
- Knowledge of RPMS patient database systems.
- Knowledge of the Privacy Act regarding patient health information and the ability to maintain strict confidentiality of patient information.
- Ability and skill to utilize health information database system and a personal computer and its applications in a Windows environment.
- Ability to communicate courteously and effectively with patients and their families, medical and administrative staff, health care professionals and the general public both orally and in writing.
- Ability to maintain a confident professional demeanor.

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