



# HIM Patient Registration Manager

Koweta

**VACANCY ANNOUNCEMENT:** VA 25-08

**STARTING SALARY:** Negotiable

**CLOSING DATE:** Open Until Filled

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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.

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**DESCRIPTION OF ASSIGNMENT:** The purpose of the position is to provide supervision and direction to the clinic's health information management and registration staff. This position is located at the Koweta Indian Health Center in Coweta, OK

**REQUIREMENTS:** High School Diploma or GED equivalent is required. Completion of an approved program/training in Health Information Management, Medical Office Technology, supervision or related field is preferred. Two (2) years relevant experience is preferred. General Medical Records/Patient Registration knowledge and skills. Job knowledge completes position responsibilities by following established guidelines and protocols within the appropriate time frame.

**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 work processes performed by the department staff.
- Knowledge of Condition of Participation for State of Oklahoma standards, objectives, policies and authorized systems design approaches.
- Knowledge of general medical terminology.
- Knowledge of third-party insurance coverage and the process to obtain authorization for medical services.
- Ability to maintain strict confidentiality regarding patient health information.
- Knowledge of common business software applications and ability to train end users in desktop applications such as MS Office Professional, MS-Forms, MS Windows, Coding Software, Collector Software, Paycom or other as required.
- Knowledge of theories, principles, practices and techniques of computer applications and the ability to schedule work processes in an orderly manner.
- Knowledge of ICD-9 and CPT Coding and related information.
- Skill in dealing analytically and systematically with problems of organization, workflow, analysis of data requirements and planning.
- Ability to communicate courteously and effectively both orally and in writing with patients and their families, other Muscogee Creek Nation Health Staff and the general public.

**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.

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Staffing Coordinator

Date