



Care Coordinator

Sapulpa - CHS

VACANCY ANNOUNCEMENT: VA 25-202

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 the position is to provide support and direct guidance to assist our patients thru the Contract Health Services (CHS) program. Also, facilitate and expedite CHS referrals throughout the Muscogee (Creek) Nation Health System and outside providers. This position is located at the Sapulpa Indian Health Center in Sapulpa, OK.

REQUIREMENTS: High School Diploma or GED equivalent is required. One (1) year of relevant experience in medical billing or related field preferred. Must possess valid State of Oklahoma Driver's License and be insurable.

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 and skill sufficient to perform a moderately difficult range of nursing care.

- Knowledge of Contract Health Services (CHS), Indian Health Services (IHS) and Department of Health Administration Policies and Procedures.
- Knowledge of third-party billing
- Knowledge of general medical terminology and of the terminology used in the process of referrals.
- Ability to prioritize and complete multiple work assignments in a timely manner.
- Knowledge of the Privacy Act as it relates to confidentiality and release of medical information.
- Knowledge of third-party resource programs.
- Knowledge of patient registration systems and of the Health System in the provision of basic health service.
- Skill in the use of a personal computer in a Windows environment and other office equipment.
- Knowledge of data entry on an EHR database, word processing and the ability to utilize a personal computer in a Windows environment.
- Ability to communicate courteously and effectively with patients and their families, MCNDH Staff and the general public via orally and in writing.
- The ability to maintain a professional demeanor and maintain strict confidentiality.

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