



Human Resources
P.O. Box 400
Okmulgee, OK 74447

POSITION: Transcriptionist-(Float Pool)-Okmulgee
VACANCY ANNOUNCEMENT: CN-17-76

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, two 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 medical information and provide general administrative support to the Health Information Management Department.

REQUIREMENTS: Candidates must meet the following requirements:
A High School Diploma or GED required. One (1) year 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. Clinic and/or hospital Health Information experience preferred.
2. Knowledge of medical terminology.
3. Knowledge of the Privacy Act in regards 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. Skill in general typing and clerical duties accompanied by a good command of spelling and grammar skills and punctuation.
7. Computer skills required.

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 Jeremy Smith at (918) 732-7828. 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