VACANCY ANNOUNCEMENT

POSITION:	Pharmacy Billing Technician	**OPEN:**	March 14, 2023
SALARY:	Based on Qualifications	**CLOSES:**	Open until Filled
LOCATION:	Kickapoo Tribal Health Center, McLoud, Oklahoma		

General Description:
This position organizationally falls under the supervision of the Director of Business Office of the Kickapoo Tribal Health Center, McLoud, OK as operated by the Kickapoo Tribe of Oklahoma. Operational hours are Monday through Friday, 8:00 A.M. to 5:00 P.M. or as needed to serve the health care needs of the population. The purpose of this position is to provide duties related to the recovery of alternate resource of alternate resource dollars by billing patient insurance providers. Incumbent will be required to assist as a Pharmacy Technician in the Pharmacy department as needed Performs duties in support of the Health Center's mission to ensure the highest quality of patient care in an economically sound and efficient manner.

Description of Duties:
Please contact Human Resources for full position description

Work Experience and/or Education:

- High School Diploma or GED
- Knowledge of working Pharmacy rejections for resolution of payment, preferred
- Minimum of one (1) year experience in a pharmacy, medical, healthcare and/or insurance office setting, preferred

Requirements:

- All applicants tentatively selected for employment will be required to submit to urinalysis to screen for illegal drug use prior to appointment and random drug testing throughout employment.
- Will be required to have an OSBI background clearance.
- Must have valid Oklahoma Driver License

Your application will be rated based on the information provided in your application, therefore your application must state specific duties that relate to this position. Please attach a copy of any training certifications.

Indian Preference: In the filling of this position by appointment, promotion, transfer, reassignment, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian Preference candidates. If you are claiming Indian Preference you must submit documentation with your application.

The Kickapoo Tribe of Oklahoma is committed to Equal Employment without regard to race, religion, color, gender, national origin, age, disability or sexual orientation. However, in accordance with the Indian Preference Act (Title 25 U.S. Code 472 and 473) preference in filling vacancies are given to qualified Indian candidates.

Applicants must submit a resume to the Kickapoo Tribal Health Center, ATTN: Human Resources, P.O. Box 1360, McLoud, OK 74851 or email to kaylee.stevens@okkthc.com.

Kickapoo Tribal Health Center is an At-Will Employer
And a Drug-Free Workplace