VACANCY ANNOUNCEMENT

POSITION:	Patient Registration	OPEN:	February 5, 2024
SALARY:	Based on Qualifications	CLOSES:	Open until Filled
LOCATION:	Kickapoo Tribal Health Center, McLoud, Oklahoma		

General Description:
This position organizationally falls under the Health Information Management Director of the Kickapoo Tribal Health Center. Working hours are Monday through Friday, 8:00 A.M. to 5:00 P.M. or as needed to better serve the population. The purpose of this position is to perform, serve, greet, and provide assistance in the Registration/Reception. This position is responsible for collecting, identifying and recording patient demographic and eligibility information by utilizing the IHS RPMS (Resource and Patient Management System) Patient Registration v7.1 module, to begin the patient process flow for appointments and walk-in encounters.

Description of Duties:
For full Description see Human Resources

Work Experience and/or Education:

- High School Diploma or equivalent, GED
- Computer literate, preferably the Indian Health Service RPMS computer system
- Must have excellent verbal and written communication skills
- Must have the ability to multi-task
- Ability to act independently including establishing priorities, recognizing and resolving issues.

Requirements:

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

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, Attention Human Resources at P.O. Box 1360 in McLoud, Oklahoma 74851, or by fax at 405-964-2512, or via e-mail kaylee.stevens@okkthc.com

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