

# VACANCY ANNOUNCEMENT

**POSITION:** Health Information Management Director **OPEN:** March 17, 2025  
**SALARY:** Based on Qualifications **CLOSES:** Open until Filled  
**LOCATION:** Kickapoo Tribal Health Center, McLoud, Oklahoma

---

## General Description:

This position organizationally falls under the Health Director of the Kickapoo Tribal Health Center as operated by The Kickapoo Tribe of Oklahoma. Working hours are Monday through Friday, 8:00 A.M. to 5:00 P.M. or as may be needed to better serve the health care needs of the population. The Health Information Management (HIM) Director is responsible for overseeing all aspects of health information management at the Kickapoo Tribal Health Center. This position ensures the accuracy, security, and compliance of patient health records while supporting the facility's clinical and administrative functions. The HIM Director ensures adherence to HIPAA, IHS, and 638 contract requirements and provides leadership in EHR management, data integrity, medical coding, and privacy/security policies.

## Description of Duties:

For full Description see Human Resources

## Work Experience and/or Education:

- Minimum of three (3) years' experience as Health Information Manager in clinic or hospital setting
- Associates or Bachelor's degree in Health Information Management (HIM), Healthcare Administration, Public Health, or a related field required (Master's preferred).
- RHIA (Registered Health Information Administrator) or RHIT (Registered Health Information Technician) certification preferred.
- Strong knowledge of EHR systems (such as RPMS) and medical coding/billing (ICD-10, CPT, HCPCS).
- Experience with HIPAA compliance, data security, and privacy policies.
- Strong leadership, organizational, and communication skills.

## Requirements:

- All applicants tentatively selected for employment will be required to submit to an oral drug screen 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 State 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@okkthe.com](mailto:kaylee.stevens@okkthe.com)

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