

# VACANCY ANNOUNCEMENT

POSITION: Front Office/Insurance Coordinator      OPEN: June 2, 2025  
SALARY: Based on Qualifications      CLOSES: Open Until Filled  
LOCATION: Kickapoo Tribal Health Center, McLoud, Oklahoma

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## General Description:

This position organizationally falls under the Dental Clinic Administrator 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, Dentrix, preferred
- Dental Terminology and Scheduling, required
- Insurance Claims experience, required
- 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 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.

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](mailto:kaylee.stevens@okkthc.com).

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