VACANCY ANNOUNCEMENT

POSITION:	Release of Information	**OPEN:**	June 24, 2019
SALARY:	Based on Qualifications	**CLOSES:**	Open until Filled
LOCATION:	Kickapoo Tribal Health Center, McLoud, Oklahoma		

General Description:
This position organizationally falls under the Manager of Health Information of the Kickapoo Tribal Health Center 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 may be needed to serve the health care needs of the population. The purpose of this position is to process requests for release of information to ensure that all requests are answered within a reasonable time frame.

Description of Duties:
For full Description see Human Resources

Work Experience and/or Education:

- One (1) year of experience working in the Medical Records field
- Excellent communication skills
- Ability to multitask
- High School Diploma or GED
- Working knowledge of IHS RPMS EHR and/or VA clinical software system, 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 a valid Oklahoma Driver's License.

Your application will be rated based on the information provided in your application, therefore you 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