



## Choctaw Health Center

Women's Wellness Center  
210 Hospital Circle  
Choctaw, MS 39350-6781  
601.389.4420

### JOB ANNOUNCEMENT # 076131

**POSITION TITLE:** Appointment/Patient Registration Clerk  
**SALARY:** Tribal Pay Scale Grade 9  
**SUPERVISOR:** Women's Wellness Center Coordinator  
**JOB LOCATION:** Choctaw Health Center  
**TYPE OF EMPLOYMENT:** Regular Full - Time/Non-Exempt/Essential  
**OPENING DATE:** NOVEMBER 05, 2024 <sup>NOV 05 2024</sup>  
**CLOSING DATE:** NOVEMBER 19, 2024 OR UNTIL FILLED

***Mission Statement:*** *The Mission of The Choctaw Health Center is to raise the health status of the Choctaw People to the highest level possible.*

***Vision Statement:*** *Our vision is to achieve a health community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community*

The Choctaw Health Center is a 20-bed hospital centrally located in Choctaw, Mississippi off of State Highway 16 West on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine, and Tucker. It serves approximately 11,000+ members of the tribe's population across ten county area in central Mississippi. It is a 180,000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

**Scope of Service and Effect:**

The appointment clerk will be responsible for acting as the first point of contact into the clinic of the Women's Wellness Center. He/She coordinates the clinic schedule and clinic appointments for the providers of care at the Women's Wellness Center.

**Responsibilities and Duties:**

1. Serves as the first point-of-contact between the patients, visitors, and staff of the Women's Wellness Center.
2. Answers the phone and takes messages for the WWC staff to decrease interruption while patient care is being provided.
3. Will be courteous, tactful, and capable of using own judgment in dealing with incoming calls. It is necessary to be familiar with all hospital personnel and the functions of each department to be efficient in transferring calls to the appropriate personnel, relaying of messages, and giving general information.
4. Must possess computer skills and show competency in using the electronic health record system for checking the patients into the clinic when they arrive for their appointments and to make appointments as requested by patients and providers.
5. Interviews patients to obtain pertinent Patient Registration information, demographic, and insurance information.
6. Obtains and verifies the health record in Cerner Patient Registration System for Medicaid, Medicare, Workman's Compensation, and private/commercial insurance eligibility information for all patients.
7. Completes Medicare Secondary Payer Questionnaire for Medicare beneficiaries in Cerner system.
8. Assist patient to understand Patient Registration process to determine appropriate response to questions and communicates appropriate information needed to patient to complete Patient Registration eligibility.
9. Conducts the check-in and check-out of patients for the clinic visit through the current system. Provides notification of patient appointments in conjunction with the scheduling system.
10. Must be able to communicate with other staff through EHR system.
11. Attends and participates in team meetings.
12. Preserves confidentiality of patient information in accordance with the Privacy Act Regulations.

### Hours Worked:

This is an essential, non-exempt position. The Women's Wellness Center hours are Monday through Friday 8:00 AM until 4:30 PM.

### Work Environment, Physical Demands, and Job Hazard:

There is common exposure to contagious disease. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, relatives, and/or visitors. There is a considerable amount of walking/moving, bending and lifting, often in excess of fifty pounds. The ability to cope with a stress-laden environment is essential.

### Other Requirement of Position:

1. Ability to work in a team environment.
2. Must be self-motivated and able to complete talks in a timely manner.
3. Must have knowledge of medical terminology.
4. Must exhibit proficient computer skills to navigate Electronic Health Record System in performance of Responsibilities and Duties.
5. Must have a thorough understanding of and an advanced proficiency in using Microsoft office Suite (Word, Excell PowerPoint, and Outlook).
6. Fluent in both Choctaw and English languages and the ability to readily translate English into Choctaw and Choctaw into English is required.
7. Must be able to work independently and without constant supervision.

### Qualifications:

1. A high school diploma, a General Education Development (GED) certificate or its equivalent is required. **(REQUIRED DOCUMENT MUST BE ATTACHED TO APPLICATION)**
2. Preference will be given to applicants for additional training in specialized fields such as health care, coding or business management, finance or accounting. **(Attach copy of certificates/training to application)**
3. Must possess a valid Mississippi driver's license, automobile liability insurance and have dependable transportation and telephone. **(Attach copy to application)**
4. Completion of criminal background investigation and pass a pre-employment drug test.

**In accordance with the Choctaw Health Center Employee Health Program, an employee screening will be performed upon hire. Employees are encouraged to continue to receive routine examinations with their clinical provider of choice.**

**\*\*\*CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE\*\*\***

**NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:**

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed

**IF INTERESTED, SEND APPLICATION TO:**

Mississippi Band of Choctaw Indians  
Human Resources  
P. O. Box 6033, Choctaw Branch  
Choctaw, MS 39350