



Choctaw Health Center

Medical Staff Department
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4145

JOB ANNOUNCEMENT # 432129

POSITION TITLE: Credentialing Officer/Medical Staff Support Specialist

SALARY: Negotiable

SUPERVISOR: Chief Medical Officer

JOB LOCATION: Choctaw Health Center

TYPE OF EMPLOYMENT: Regular Full - Time/Non-Exempt/Essential

OPENING DATE: DECEMBER 30, 2025

CLOSING DATE: JANUARY 13, 2026 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, on the Mississippi Band of Choctaw Indians (MBCI) Reservation. The Tribe consists of eight communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine, and Tucker. The CHC serves approximately 11,000+ tribal members across a ten-county service area in central Mississippi and in West Tennessee. The facility encompasses 180,000 square feet and operates three satellite clinics providing primary care and dental services in Bogue Chitto, Conehatta, and Red Water.

Scope of Service and Effect:

The Credentialing Officer/Medical Staff Support Specialist provides clerical and administrative support to the Medical Staff Department under the direction of the Chief Medical Officer. The incumbent assists in the credentialing and privileging process for

the medical staff, supports medical staff committee functions, maintains physician and advance practice provider records, and ensures compliance with accreditation, regulatory, and hospital bylaws. The individual serves as a liaison between medical staff, hospital administration, and other hospital departments to support operations.

Responsibilities and Duties:

1. Coordinates the medical staff credentialing and re-credentialing processes. This includes preparation of applications, verifying education, employment history, malpractice insurance coverage, licensure, Medicare sanctions, hospital memberships, peer references of applicants; utilizes the National Practitioner Data Bank, American Medical Association, State licensing agencies, American Dental Association, Drug Enforcement Agency, OIG, and American Nurses Credential Association.
2. Maintains accurate physician and advance practice provider rosters, contact lists, and credentialing databases.
3. Knowledge and experience in the use of credentialing software and databases. Willingness to obtain certification in medical credentialing.
4. Coordinate the preparation of reports, tracking of licensure, certifications, and reappointment due dates.
5. Facilitate onboarding and oversees orientation of new medical staff providers.
6. Provides staff support to incoming and existing medical providers, including assistance with computer software or other technical issues.
7. Generate and analyze spreadsheets, charts, and data reports for management review.
8. Handle confidential information with discretion and professionalism. Maintains and ensures patient confidentiality.
9. Provide administrative support to the medical staff under guidance of the Chief Medical Officer and includes managing daily operations, coordinating communication, scheduling assistance, and assistance with various projects as designated.
10. Coordinate communication between medical staff leadership, hospital administration, and clinical departments.
11. Assist in organizing medical staff events, orientations, and continuing medical education (CME) activities.
12. Develop and maintain positive working relationships with staff, patients, and visitors.

13. May be asked to attend quality management meetings and assist with medical staff-related measures and reporting such as quality improvement reports.
14. May be asked to attend and record medical staff meetings.
15. Other duties as assigned by supervisor.

Hours Worked:

This is a non-essential position. Employees are responsible for clocking in and out as scheduled. The Choctaw Health Center's working hours are Monday through Friday (8:00 am to 4:30 pm) with an hour lunch break. There may be times when asked to work after-hours and on weekends. This non-essential position is eligible for all MBCI Tribal Government Holidays.

Work Environment:

The incumbent will be based at the Choctaw Health Center. There is possible exposure to contagious diseases in a clinical setting. There may be encounters with dissatisfied patients and /or families. There may be travel for training courses or other duties.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include depth perception, reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors, and staff.

Job Hazards:

Possible exposure to communicable diseases, and other conditions common to a clinical environment. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, family members and staff.

Qualifications:

1. A Bachelor's degree from an accredited institution and a minimum of 2-3 year's experience in the hospital administrative setting; experience and working knowledge of credentialing regulations, policies and procedures is required.
2. Certification in Medical Staff Services Management (CPMSM) or Certified Provider Credentialing Specialist (CPCS) is preferred.
3. Must have strong written and verbal skills.

4. Knowledge of healthcare regulatory requirements and experience in the use of credentialing software and databases preferred.
5. Must be proficient with computers, including Microsoft Office products (Word, Excel PowerPoint, Outlook) and other software applications to prepare correspondence, reports and presentations.
6. Must possess a valid Mississippi driver's license, automobile liability insurance, telephone, and dependable transportation.
7. Must have the ability to be self-directed and display strong initiative to establish personal goals and take responsibility for meeting them with defined timelines.
8. A record of satisfactory performance in all prior and current employment positions supported by positive employment references from previous and current employers.
9. Completion of Criminal Background Investigation and must 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