



## Choctaw Health Center

Revenue Cycle-Patient Registration  
210 Hospital Circle  
Choctaw, MS 39350-6781  
Department phone (601) 389-4146

### JOB ANNOUNCEMENT# 076106

**POSITION TITLE:** Patient Registration Clerk-2 positions  
**SALARY:** Tribal Pay Scale Grade 9  
**SUPERVISOR:** Patient Access Coordinator  
**JOB LOCATION:** Choctaw Health Center  
**TYPE OF EMPLOYMENT:** Regular Full-Time /Essential/ Non-Exempt  
**OPENING DATE:** MAY 07, 2026 ~~MAY 07 2026~~  
**CLOSING DATE:** MAY 21, 2026 OR UNTIL FILLED

***Mission Statement:*** *Delivering Innovative, holistic, health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community.*

***Vision Statement:*** *Achieve optimal health and well-being for the Choctaw People while honoring our cultural values.*

The Choctaw Health Center is a twenty-bed hospital located in Choctaw, Mississippi off of State Highway 16 on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities, Bogue Chitto, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 11,000+ members of the tribe's population across a ten-county area in East 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:**

Performs duties under the general supervision of the Patient Access Coordinator.  
Performs routine duties with no direct instruction using own initiative in most cases.  
Serves patients and community by completing Patient Registration by providing information regarding registration and eligibility process, receiving, verifying, and entering data.

### **Responsibilities and Duties:**

1. Interviews patients to obtain pertinent Patient Registration information, demographic and insurance information, and authorization to enable the Business Office to bill for health care services provided from all Alternate Resource including the non-beneficiary services.
2. Assists the patient in completing new or updated forms for the Patient Registration system by obtaining pertinent patient registration information through interview or mailed correspondence prior to patient receiving services. Input data simultaneously during the interview. This will include inpatients, outpatients, emergencies, and after-hours patients, dental patients, and mental health patients.
3. Assesses patient understanding of Patient Registration process to determine appropriate response to questions and applications and communicates appropriate information needed to patient or patient's agent to complete Patient Registration eligibility.
4. Knowledge of eligibility requirements AND whether documented proof of eligibility meets IHS requirements.
5. Effectively communicate the following: specific information needed to complete the registration process, the reason for requesting such information, and be able to ascertain that information received is as accurate as possible.
6. Obtain signatures for file on required forms for Alternate Resource and Purchased and Referred Care prior to patients being seen in the clinics for billing purposes.
7. Incumbent is responsible for maintaining accurate and current information in the Cerner Electronic Health System to make corrections as necessary to improve the Patient Registration System.
8. Responsible for keeping work area neat and always organized.
9. Responsible for being respectful, courteous, and helpful to patients always.

10. Responsible for always communicating clearly and professionally to patients.
11. Incumbent must effectively communicate to the patient what specific information is needed, the reason for requesting such information, and be able to ascertain that it is as accurate as possible.
12. Performs other duties as assigned by supervisor.

**Hours Worked:**

This is an essential position. Working hours are for a shift schedule to cover a 40-hour work week. Employees are responsible for clocking in and out as scheduled.

**Work Environment:**

Work is performed in the Patient Registration area of the Choctaw Health Center in an office setting which is adequately lighted, heated, and ventilated. There is potential exposure to infectious diseases. This role is primarily based in Primary Care and may provide cross-coverage as needed.

**Qualifications:**

1. High school diploma or GED equivalent required.
2. One (1) year of experience and or training in healthcare patient registration, patient access services, or as a billing clerk/technician is strongly preferred.
3. Familiarity with HIPAA guidelines and patient confidentiality
4. Must be able to type 50 words per minute.
5. Knowledge of eligibility requirements AND whether documented proof of eligibility meets IHS requirements.
6. Incumbent must possess a pleasant personality because of working closely with patients, various providers and other Choctaw Health Center staff.
7. Must possess a valid Mississippi driver's license, reliable transportation, automobile liability Insurance and a phone.
8. This is an essential position. The incumbent must be dependable and be able to report to work on time, every day and work whenever required to assure patient's access to health care.

9. Successful completion of criminal background investigation and 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.**

**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