



Choctaw Health Center

Medical Staff
210 Hospital Circle
Choctaw, MS 39350-6781
Department phone (601) 389-4146

JOB ANNOUNCEMENT# 362142

POSITION TITLE: Dental Receptionist

SALARY: Tribal Pay Scale Grade 9

SUPERVISOR: Dental Office Manager

JOB LOCATION: Choctaw Health Center

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

OPENING DATE: OCTOBER 08, 2026 OCT 08 2026

CLOSING DATE: OCTOBER 22, 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:

This position serves as an essential support in the delivery of these services by fulfilling all clerical duties necessary in the front office

Responsibilities and Duties:

- Responsible for all secretarial and administrative clerical duties relative to the functioning of the dental program. This includes creating encounters in Cerner, preregistering patients for their appointments two (2) weeks in advance, printing health questionnaires the day before, and verifying insurance eligibility the day before the appointment.
- Interviews patients to obtain all pertinent Patient Registration information, demographic, and insurance information. Obtains, verifies and records the patient's eligibility for Medicaid, Medicare, and private dental insurance in Dentrix.
- Responsible for greeting and checking in dental patients for their dental appointments and having the patient fill out any necessary paperwork prior to their appointment. Adds walk-in patients to dental schedule in Dentrix upon check-in.
- Responsible for scanning health questionnaires, informed consent forms, and other documents into the proper location in the Dentrix Enterprise electronic dental record (EDR).
- Assists in scheduling dental appointments for the Dental Center clinic, properly documenting all cancellations and missed appointments for the CHC clinic in Dentrix.
- Checks for completeness of dental records and ensures each patient record has a current signed medical history.
- Assists as needed in helping schedule patient appointments with dental specialists as requested by dentists and transmitting radiographs and other pertinent patient information to the specialist's office. Responsible for following HIPPA and other regulations when transmitting patient's health information and using every means possible to protect patient's personal and health information.
- Assists in the completion of the NPP forms and any other forms dental patients may be asked to complete.
- Responsible for keeping and maintaining a neat and orderly work area.
- Must be available for occasional special projects that might require community work, travel, or working past set working hours.
- Responsible to perform all other duties as assigned.

Hours Worked:

The Dental Program's normal working hours are Monday through Friday, 7:15 am to 4:00 pm with an hour lunch break. This position must report to work fifteen minutes before the start of the workday. If dental emergencies present, staff may need to work outside of these hours. The dental program is closed for all MBCI Tribal Government holidays.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from

low to moderate. Limited overnight travel may be required from time to time. There is a potential for exposure to infectious diseases.

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:

The employee may occasionally be exposed to airborne illnesses and diseases from patients.

Other Requirements of the Position:

1. Fully uphold all principles of confidentiality and patient care.
2. Adhere to all professional and ethical behavior standards of the healthcare industry.
3. Interact in an honest, trustworthy, and dependable manner with patients, employees, and vendors.
4. Possess cultural awareness and sensitivity.
5. Must have a positive, friendly, upbeat and accommodating tone; and
6. Must possess a strong work ethic and team player mentality.
7. Must obtain Healthcare BLS certificate within 90 days of employment and maintain current BLS certificate.

Qualifications:

- Two (2) years' experience with reception duties in a health care setting or equivalent desired.
- High school diploma or GED certificate. Must be proficient with computers. Attach copy to application
- Bilingual skills in English and the Choctaw language preferred.
- Must possess a valid Mississippi driver's license, automobile liability insurance and have dependable transportation and telephone. Attach copy to application
- A record of satisfactory performance in all prior and current employment positions as evidenced by positive employment references from previous and current employers.
- 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