



## Job Announcement

The White Cloud Health Center that is located in White Cloud, Kansas is seeking a full-time position as a Medical Support Assistant/Medical Records Tech. Hours will be Monday-Friday 8:00 am – 4:30 pm.

### This position includes:

- Reporting to the Business Office Manager while working with health information databases
- Being responsible for supporting patient care, registration, and scheduling
- Other duties may be assigned
- Must have high school diploma/GED
- Be able to work independently
- Must adhere to ALL HIPAA and confidentiality laws
- Native American preference is given (BIA form 4432)

### Benefits include:

Excellent benefit package that includes paid health, dental, vision, short term disability and life insurance. Paid holidays, 401K with up to 3% company matching after one year of service. Accrued sick and annual time.

### Application can be found at:

<https://iowatribeofkansasandnebraska.com/jobs> and are **due** no later than 4:30 pm on Monday July 3, 2023. Applications may be mailed to 3349 B Thrasher Road White Cloud, KS 66094, or emailed to [brenda.lunsford@ihs.gov](mailto:brenda.lunsford@ihs.gov). Please contact Brenda Lunsford at 785-595-3450 ext 4 for any questions.