

Positive Impact Health Centers

Job Description

Position: Data Entry Associate – Non Exempt (24 hours per week)

Department: Administration

Reports to: Brace Arnette

Supervisor: Brace Arnette

Date: May 19, 2017

General Accountability: The Data Entry Associate will be responsible for documentation of various types of information for compliance with client-level data reported to funders. Duties include general data entry into different databases, including the scanning of eligibility documents, as well as providing general office support as needed. The Data Entry Associate is supervised by the Finance/Data Manager.

Responsibilities: Duties include, but are not limited to the following office functions: compiling data documents; entering data into the Electronic Medical Record system, CAREWare (a federal Health Resources Service Administration (HRSA) program, or other databases; abstracting data from existing charts and electronic storage folders; completing general office duties including mailings as necessary for document requests from clinic caseload; tracking of documents received; reviewing reports for data compliance and identifying gaps; completing other general office duties as necessary, including reception desk lunch/break coverage for Clinic Office Associates.

Schedule:

<u>Day</u>	<u>Start</u>	<u>Stop</u>	<u>Hours</u>
Mon	8:30 AM	5:00 PM	TBD
Tue	8:30 AM	5:00 PM	TBD
Wed	8:30 AM	5:00 PM	TBD
Thu	8:30 AM	5:00 PM	TBD
Fri	8:30 AM	5:00 PM	TBD
		Total	24.0

Job hours will be established at time of hire.

General Duties:

- Receive documents and/or data entry reports.
- Complete data entry of specific documents and reports into various databases.
- Document completion of data entry, including identifying gaps in requirements.
- Scan documents into medical records and databases.
- Complete client mailings as necessary for eligibility guidance.
- Assist with completion of client paperwork and data entry necessary for management information and financial management systems.
- Provide office support as needed, including lunch/break coverage for clinic office.
- Perform other general office duties: typing, filing, photocopying, and preparing of reports.
- Abide by all state, district and agency policies regarding confidentiality of patient information.

Specific Duties:

- Daily – Enter data into electronic medical record software and CAREWare.
- Daily – Perform miscellaneous office support as necessary.

Required Training and Experience: Minimum of two years' experience in general clerical and office duties or data entry required. Medical front office experience preferred, with Medicaid/Medicare knowledge a plus. Must possess excellent interpersonal skills and the ability to communicate effectively in a multi-cultural setting including target populations, volunteers, agency staff, and Board members. Computer skills required, including Microsoft Office programs.

Positive Impact Health Centers is an equal opportunity employer without regard to age, gender, gender expression, national origin, race or sexual orientation. Positive Impact Health Center is a drug free and tobacco free work place. Positions funded under state and federal grants may require a background check and/or drug screening.