



**HEALTH CENTER
PARTNERS**
of Southern California

A Family of Companies



JOB DESCRIPTION

JOB TITLE: Data Entry Specialist **STATUS:** Non-Exempt Full-Time

REPORTS TO: Program Manager, Health Quality Partners of Southern California

DIRECT REPORTS: None

This job description is intended to be a general statement about this job and is not to be considered a detailed assignment. It may be modified to meet the needs of the organization.

JOB SUMMARY

Under the direction of the Program Manager/Health Quality Partners of Southern California (HQP), the Data Entry Specialist is responsible for the routine collection, data entry, and reporting of programmatic, clinical and financial outcomes data. The Data Entry Specialist will conduct assigned data activities in coordination with other staff across the Health Center Partners Family of Companies. This position will participate in and support regularly scheduled Quality Assurance meetings with project teams and contributes ideas towards process improvement. This position will support the mission of Health Center Partners and subsidiary organizations.

ESSENTIAL JOB FUNCTIONS

Data Entry

- Enters patient level data from forms and reports into an internal ACCESS database.
- Enters patient level data from forms and reports into external databases as required by funding agencies.
- Enters data in accordance with data entry timelines. Adheres to data entry productivity standards.
- Performs regular backups to ensure data preservation.
- Verifies data entry by comparing it to source documents.
- Ensures that all required information, to be data entered in internal or external data systems, is complete. Requests missing information from health centers in a timely manner.
- Ensures that data to be entered by subcontractors on grant funded programs has been entered accurately and completely. Requests missing information from subcontractors in a timely manner.
- Updates existing data as required.
- Runs reports and retrieves data from the database or electronic files as requested.
- Sorts, organizes, and files paperwork (electronic or hard copies) after entering data to ensure it is not lost.

Data Entry Specialist
Updated: July 2020

Programs/Claims

- Participates in regularly scheduled Quality Assurance meetings with project teams and contributes ideas towards improving processes.
- Receives training from HQP in order to be able to enroll health center patients into HQP programs. Serves as back up for enrolling health center patients into one or more HQP programs. Determine a patient's eligibility for program services. Authorize treatment and maintain records for medical, dental, and behavioral health services in accordance with program protocols. Notifies health centers of decision to approve or deny enrollment with appropriate justification as needed.
- Receives training from HQP on claims processing for health services rendered. Serves as back up for claims processing for one or more HQP programs. Reviews, examines and adjudicates each claim in its entirety, within the constraints of the specific grant funded program. Ensures that each claim reaches final adjudication in an accurate and timely manner.

QUALIFICATIONS

Skills

- Candidate should have the ability to multitask effectively.
- Demonstrates attention to detail by achieving thoroughness, accuracy, and consistency when accomplishing a task.
- Proven decision-making and polished telephone skills; ability to independently deal with high-volume workload; neatness and accuracy of work; flexibility and professional attitude in performing a variety of duties with shifting demands and priorities; excellent organizational skills.

Education/Experience

- High school education or GED required. A minimum of 3-years recent data entry experience is required. Some college or Associates degree, medical training and/or claims processing experience is preferred. Excellent word processing/data entry accuracy is a must with a solid understanding of Microsoft Office and related suite of products. Candidate must have substantial computer experience including word processing, spreadsheets, and databases systems. The preferred candidate will be able to type 85wpm with 95% accuracy.

Other

- Must possess valid driver's license, insurance, and provide own transportation for use in work.

PHYSICAL REQUIREMENTS

- Ability to sit or stand for long periods of time.
- Ability to reach, bend and stoop.
- Physical ability to lift and carry up to 20 lbs.

HIPAA/COMPLIANCE

- Maintain privacy of all patient, employee and volunteer information and access such information only on as need to know basis for business purposes.
- Comply with all regulations regarding corporate integrity and security obligations. Report unethical, fraudulent or unlawful behavior or activity.
- Manage documents and data in such a way as to assure patient confidentiality and health information is protected at all times. Follows policies and procedures regarding protection of PHI and PII.

I acknowledge that I have read and understand this job description. My signature below certifies that I am able to perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel I might need to allow me to perform these essential functions. Additionally, I agree to abide by the policies and procedures established by Health Center Partners of Southern California.

Signature

Date

Employee Name (please print)