

EMAIL HRRECRUITER@AURORADX.COM

## **Job Description**

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**Job Title:** Data Entry Operator  
**Reports To:** Data Entry Supervisor  
**Supervises:** N/A  
**Department:**  
**FLSA Status:** Non-exempt  
**Job #:**

## **Job Summary:**

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Timely and accurately enters data into information systems from various source documents for processing, data management, and storage.

## **Essential Key Responsibilities:**

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- Prepares and sorts patient requisitions, and identifies and interprets data to be entered into the information system.
- Researches available websites for missing patient insurance information and contacts referring physicians' office for missing patient demographics or insurance information.
- Enters alphabetic, numeric, or symbolic data from patient requisitions, face sheets, or photocopy of patients' insurance card, into the information system following the format displayed on the screen. May enter:
  - client information (group name, referring physician, copy to physician, address, and phone and fax number)
  - patient's demographics (patient name, address, phone number, date of birth, social security number, gender, medical record number, and electronic medical record number)
  - clinical history (past/present medical conditions, specifics of medical diagnosis or tests, treatment plans, family history, type of service, services received, dates of service, and provider of service)
  - specimen gross description (size, shape, type of specimen, and gross code)
  - billing type (client, patient, insurance, and/or no charge)
  - patient insurance information (insurance code, carrier name, policy number, group number, and address of insurance carrier)
- Reviews data entered with source documents and/or error reports and enters necessary corrections into the information system.
- Routes patient requisitions after entry.
- Maintains strictest confidentiality.
- Complies with all State, Federal, professional regulations as well as company and departmental rules, policies, and procedural manuals.

- Adherence to CAP, CLIA, State Regulations, HIPAA, Safety and OSHA Regulations.
- Performs other duties as assigned.

**Education/Licensure/Certification:**

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- High School Diploma, GED, or equivalent work experience.

**Experience:**

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- Minimum of six (6) months data entry experience.

**Requirements:**

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- Successful completion of a pre-employment computerized data entry test and basic skills test.
- Successful completion of an Online Medical Terminology Program upon commencement of employment.

**Equipment:**

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- Computers, computer programs, information system(s), photocopiers, scanners, facsimile machines, voice mail systems and telephones.

**Knowledge/Skills/Abilities:**

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- Knowledge of clerical procedures.
- Knowledge of principles and processes for providing customer service.
- Knowledge of English grammar, spelling, and punctuation.
- Skill in using computer programs and applications.
- Skill in typing 45 WPM.
- Ability to listen, read, understand, and follow oral, and written instruction.
- Ability to sort and file materials correctly by alphabetic or numeric systems.
- Ability to communicate clearly and concisely.
- Ability to establish and maintain positive relationships with employees, physicians, vendors, clients, and external agencies.

**Environmental Working Conditions:**

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- Office Setting, with some minimal time in a Laboratory Setting; minor risk of exposure to communicable diseases, toxic substances, blood borne pathogens and chemical hazards.

**Physical Requirements:**

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- Physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is occasionally required to stand; walk; sit; use hands to finger; handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 5 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to focus.

**HIPAA/PHI Security Level: HIGH (Low, Medium, or High)**

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Indicate the security access level of Protected Health Information (PHI) as necessary to perform essential key responsibilities of the position (access, utilize, disclose, store, and/ or dispose of PHI).

1. Low – information access is of general nature representing summary type data rather than specific identifiable demographic or sensitive data.
2. Medium – information access is specific to an individual’s demographics and service information (type of service, services received, dates of service, and provider of service).
3. High – information access is detailed and sensitive to an individual’s demographics, service information, and personal medical history (past/present medical conditions, specifics of medical diagnosis or tests, treatment plans, and family history).

All job requirements listed indicate the minimum level of education, knowledge, skills and/or experience necessary to proficiently perform the job. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees will be required to perform any other job-related duties assigned by their supervisor, subject to reasonable accommodations.