

## Company Name

**Position:** Intake Coordinator / Data Entry Operator

**Reports to:** Administrator/Office Manager

**Revised:**

**Job Summary:** Under general supervision, coordinates and performs the preparation, data entry, verification, and editing of complex, typically confidential data.

### **Qualifications/Educational Requirements:**

1. High school diploma or GED with 2 years experience directly related to the duties and responsibilities specified.
2. Competent in computer programs, such as, home health software, MS Word and Excel as well the ability to use standard office equipment.

**Responsibilities/essential functions:** The person in this position must be able to perform the following essential job functions with or without reasonable accommodations.

1. Check, verify, and edit data coding to ensure compatibility with data entry system and procedural requirements. Interact with department representatives to resolve routine data coding problems. \*
2. Receive and route associated source paperwork to and from staff members. Work with department representatives as necessary to facilitate and expedite the efficient flow of documentation, and to resolve routine administrative problems.
3. Input and retrieve alphabetical and numerical information in prescribed format, using knowledge of computer software packages. \*
4. Create, maintain, and purge specified data files and logs as required. Make individual and/or mass corrections, modifications, and/or updates to data in files, as appropriate. \*
5. Extract and release information according to specified criteria and in strict compliance with established policies, procedures and/or regulations. Answer questions from client departments and others on specific data as requested, and prepare reports. \*
6. Ensure strict confidentiality of client records according to Policy and Procedures. \*
7. May lead, guide, and allocate work to employees on a task-by-task basis.
8. Maintain tracking of clinical and field staff notes.
9. Communicate effectively, both orally and in writing.
10. Make administrative and procedural decisions and judgments on sensitive, confidential issues. \*
11. Knowledge of computer data entry systems, protocols and procedures. \*
12. Knowledge of relevant policies, procedures, and regulations pertaining to the release of confidential information. \*
13. Resolve data input, storage and/or retrieval problems and to design solutions and modifications. \*
14. Interact with other staff members to resolve problems and inquiries.
15. Establish and maintain efficient data and information flow. \*
16. Operate as a primary source of information on specialized data files and records for both internal and external clientele. \*
17. Resolve problems and inconsistencies with data. Perform limited data analysis, and prepare and generate various reports.
18. Transmit data, perform RAPS and submit billing.

### **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

**The work environment and physical demands described here are representative of those required by an employee to perform to the essential functions of this job with or without reasonable accommodations.**

#### **Physical Elements**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;

- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment; and
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with frequent travel to a variety of field sites.

**Environmental Elements**

Employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The above list reflects the essential functions and other job functions considered necessary of the job identified, and shall not be construed as a detailed description of all work requirements that may be inherent in the job, or assigned by supervisory personnel. This job description is used as a guide only and not inclusive of responsibilities and job duties.

By my signature, I acknowledge that I have read and understand this job description and its requirement and that I am expected to complete all duties as assigned. I understand the job functions may be altered from time to time.

Employee Print: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Nursing Signature: \_\_\_\_\_ Date: \_\_\_\_\_